

SUPPLIER TRAINING GUIDE

<https://ubebids.ionwave.net/Login.aspx>

System Requirements:

A standard web browser that **must have JavaScript enabled.**

- IWT recommends Internet Explorer 8.X or greater for the best system performance.
- Mozilla Firefox – current version recommended
- Safari – current version recommended
- Chrome – current version recommended

The browser must also allow pop-up windows when accessing the system.

Establish <https://ubebids.ionwave.net/Login.aspx> as a Trusted Site in your browser's Internet Options, Security settings. <https://ubebids.ionwave.net/Login.aspx>

Contents

Supplier Registration Instructions	3
Supplier Information Management.....	11
Address Maintenance.....	17
Users Tab	22
Assigning Roles	24
Inactivate/Reactivate a User	30
Unlock/Reset Password.....	31
Supplier Tabs	34
Available Bid Opportunities.....	36
Responding to Bid Opportunities	39
Electronic Submissions	40
Manual Submissions	54
Addendums	61
Retractions	66
Bid Awards.....	68

Supplier Registration Instructions

Website: <https://ubebids.ionwave.net/Login.aspx>

Please note: **You must have an email address to register in the system.**

If you do not have one, you can register for an email address at a variety of providers such as Google, MSN Outlook, Yahoo, etc. We do not endorse the use of any particular provider.

Vendors with various office locations under the same Tax ID number will have one main contact and are encouraged to utilize a Distribution List email address such as sales@yourcompany.com or bids@yourcompany.com that is received by multiple users. This will ensure that more than one individual at your company is notified of bid opportunities during vacations, out of the office situations, and/or employee turnover. Additionally, upon receiving an account activation notice, we recommend that you login and create secondary user account(s). More information regarding this is given in the Supplier Information Management Section of the user manual.


Click on [Supplier Registration](#).



Figure 1

Notes:

* Indicates a required field

Clicking on the  button will give specific instructions regarding completing that field.

If, at any time during the registration process you decide not to register, click the “Cancel Registration” button at the bottom of the screen.

Once you have started the registration process, you cannot save your information and go back to it. You must complete all information at that time or cancel your registration.

Use the “Previous” and “Next” buttons at the bottom of the screen to navigate through the screens.

Step 1: Review the Terms and Conditions. You may print these out if you wish by clicking on [Printer-Friendly version](#). Click the “Accept” button to continue. You must accept the Terms and Conditions to register.

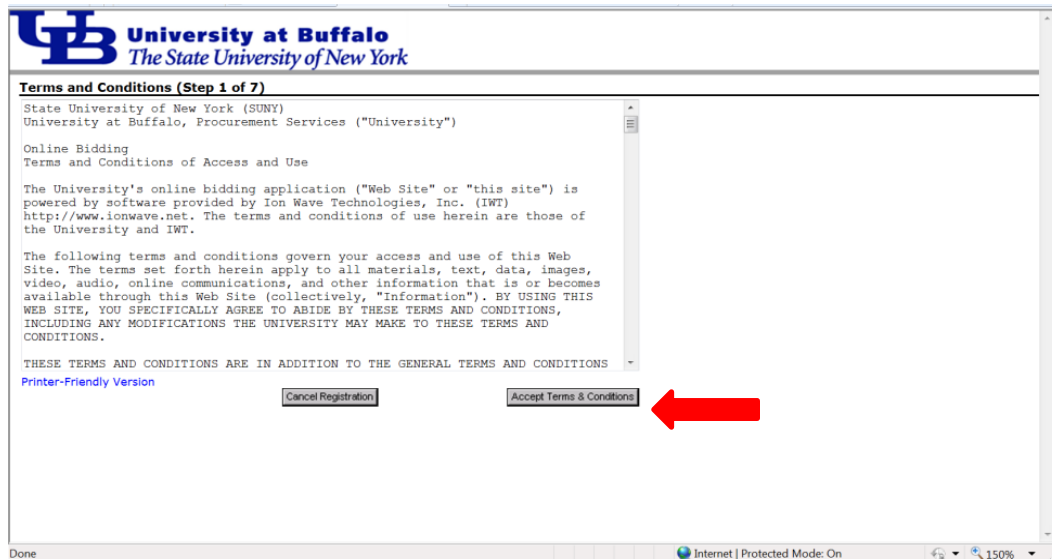


Figure 2

Step 2: Complete all company information as requested. Click **next**.

The screenshot shows a web browser window displaying the 'Company Information (Step 2 of 7)' page for the University at Buffalo. The page header includes the university's logo and name. The main content area contains a form with various fields for company information, including Trade Name, Legal Name, Organization Type, Tax ID, DUNS #, Telephone Number, Fax Number, Company Website, Company Description, Business Type, Size of Business, and Excluded from New York State Procurement or Nonprocurement Programs. At the bottom, there are three buttons: 'Previous', 'Cancel Registration', and 'Next'. A red arrow points to the 'Next' button.

Figure 3

Step 3: Complete all address information as requested. Click **next**.

The screenshot shows a web form titled "Physical Address (Required)" and "Remit To Address (Required)". Both sections have identical fields: Contact Name, Address, City, State (dropdown menu showing "New York"), Zip, Country (dropdown menu showing "United States of America"), Phone (with sub-fields for Country Area, Number, and Ext), Fax (with sub-fields for Country Area, Number, and Ext), and Email. At the bottom of the form, there are three buttons: "Previous", "Cancel Registration", and "Next". A red arrow points to the "Next" button.

Figure 4

Step 4: Special classifications:

If applicable, check the box next to the classification that applies to your organization. Descriptions are supplied with each classification. Additional information for each classification can be found at the website shown in the description.

If not applicable, click **next**.

The screenshot shows a web form titled "Special classifications". It contains a list of checkboxes, each followed by a classification name and a description. The first checkbox, "Minority-Owned", is circled in red. The classifications listed are: Minority-Owned, New York State Certified Woman-Owned, Woman-Owned, Veteran-Owned, Service Disabled Veteran-Owned, Not-For-Profit, SBA Certified HUBZone Firm, SBA Certified Small Disadvantaged Business, SBA Certified 8(a) Firm, and Historically Black College/University or Minority Institution. At the bottom of the form, there are three buttons: "Previous", "Cancel Registration", and "Next". A red arrow points to the "Next" button.

Figure 5

Step 5: Commodity Codes – this is where you will choose the commodities that apply to your company. The warning at the top of the screen automatically appears. This is notification that you will not be able to continue the registration process without choosing at least one commodity.

Click on **"Add or Remove Selections"**.

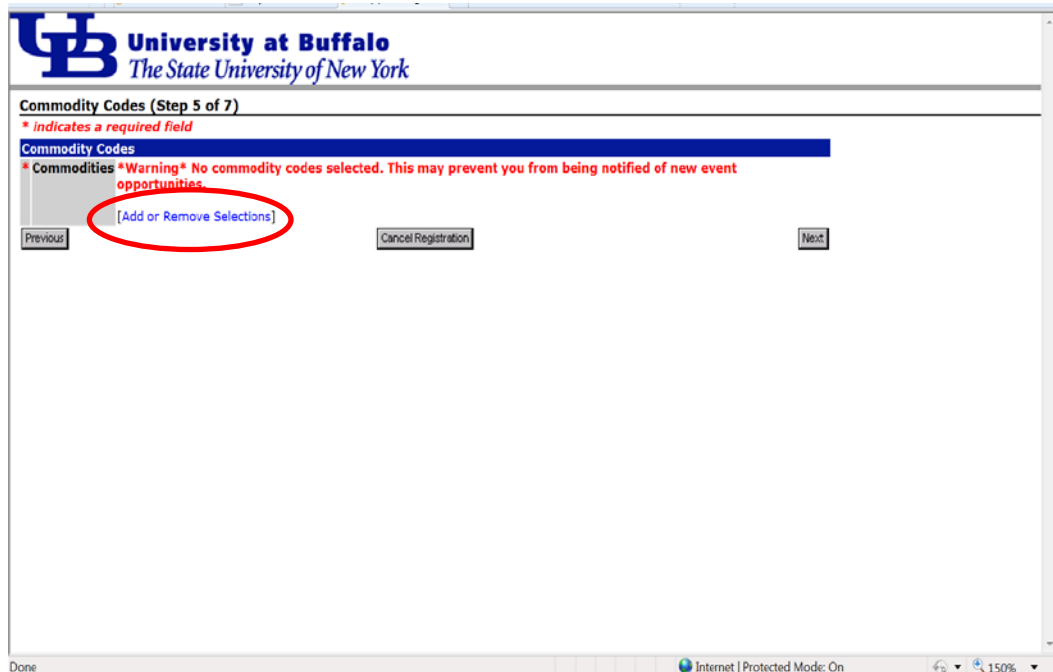
The screenshot shows a web browser window with the University at Buffalo logo at the top. The page title is "Commodity Codes (Step 5 of 7)". Below the title, there is a red warning message: "*Warning* No commodity codes selected. This may prevent you from being notified of new event opportunities." A red circle highlights the "[Add or Remove Selections]" link. At the bottom of the page, there are three buttons: "Previous", "Cancel Registration", and "Next". The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of "150%".

Figure 6

(See Figure 7 below) From the listing provided, click on the plus (+) sign before the General Commodity applicable to you. This will open the subgroups within that General Commodity listing. Click **"Select"** next to the general commodity that you have chosen as well as any of the subgroups. You can choose as many General Commodities and subgroups that apply.

You can also search for your particular commodity by typing it in the box at the top left and click **"Search"**.

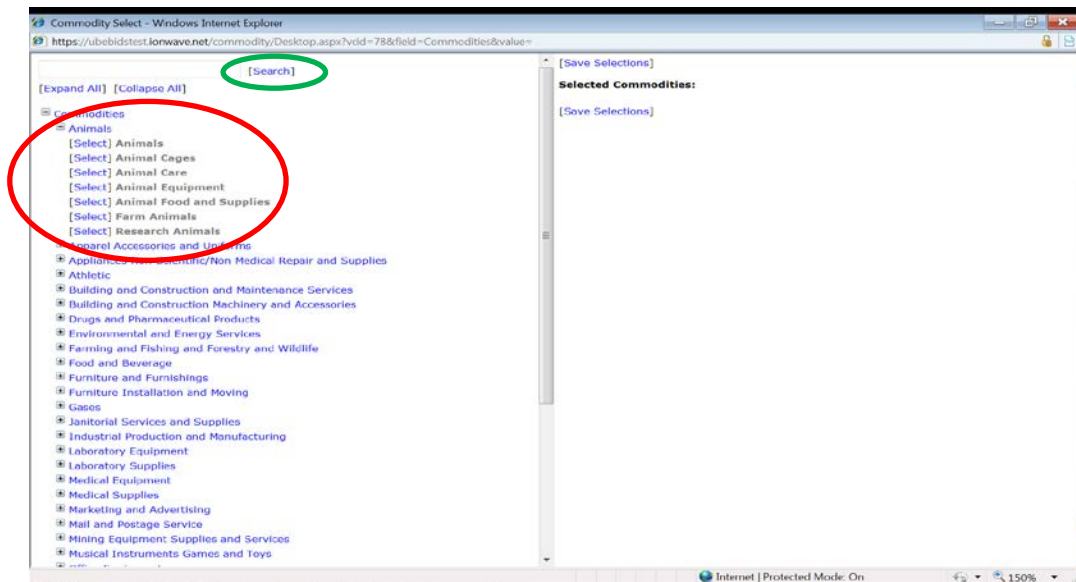


Figure 7

Your selected choices will move to the right side of the screen. If you need to remove one of the commodities, click “Delete”. Click “Save Selections”, when you are done adding your commodities.

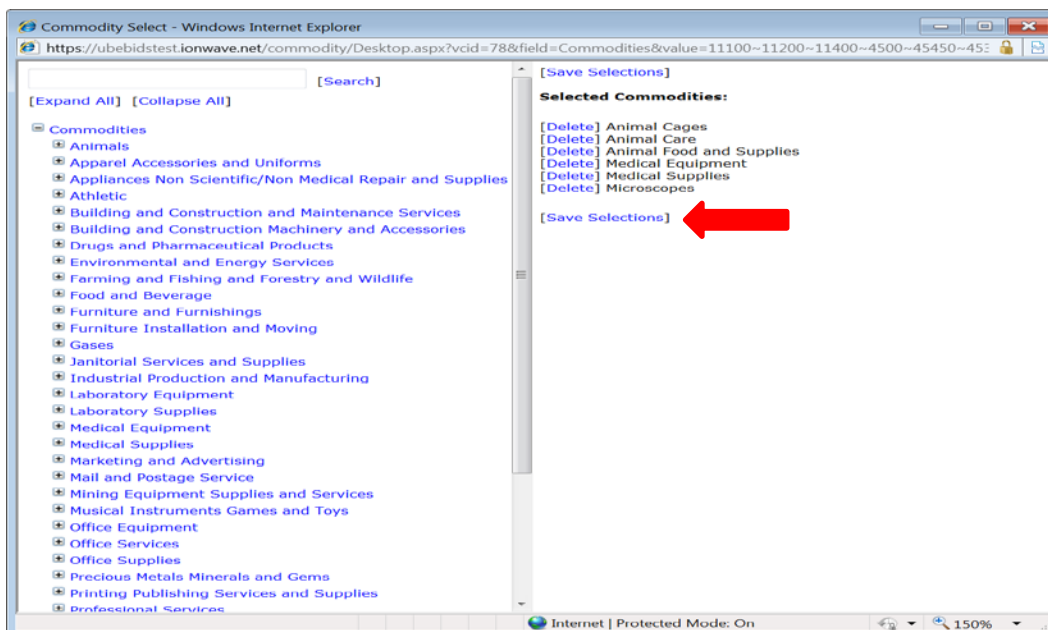
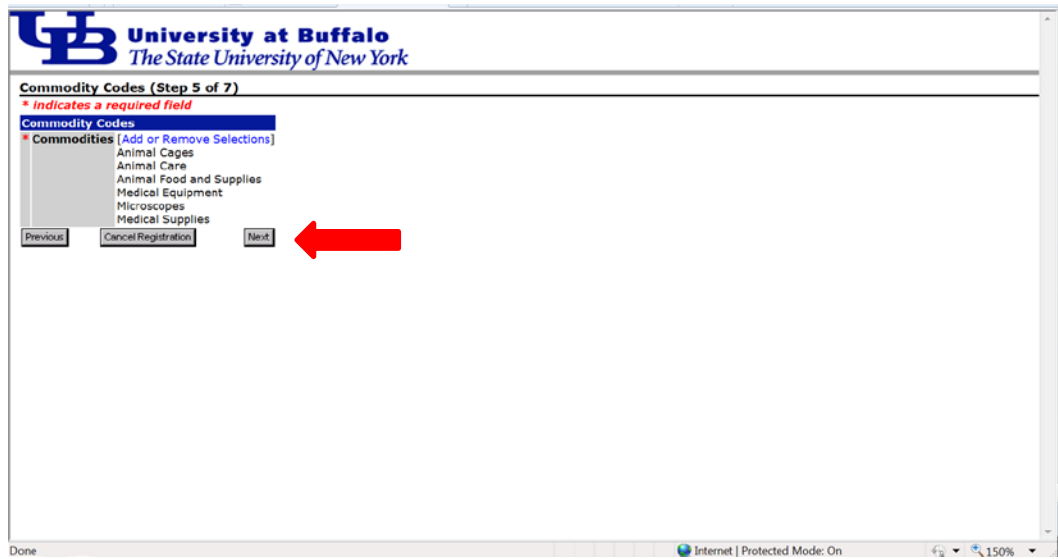


Figure 8

The list of the commodities chosen will appear. Verify your information. Click next.

Please note: Some bids may be sent to suppliers automatically based on the Commodity Code(s) selected.

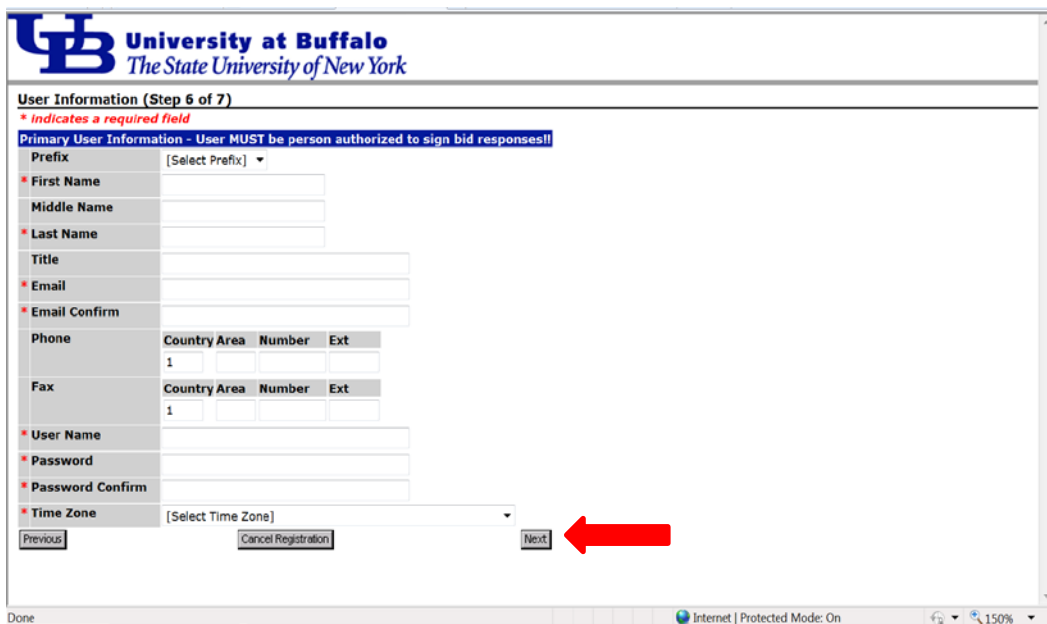


The screenshot shows the 'Commodity Codes (Step 5 of 7)' page. At the top is the University at Buffalo logo and name. Below the title, a red asterisk indicates a required field. A list of commodity codes is shown, including 'Animal Cages', 'Animal Care', 'Animal Food and Supplies', 'Medical Equipment', 'Microscopes', and 'Medical Supplies'. At the bottom, there are three buttons: 'Previous', 'Cancel Registration', and 'Next'. A red arrow points to the 'Next' button. The browser's status bar at the bottom shows 'Internet | Protected Mode: On' and a zoom level of 150%.

Figure 9

Step 6: Complete the User information page.

- Include the Primary user of the system.
- Create a user name and password. Passwords must be at least 6 characters and include 1 number and 1 letter. Do not use symbols or characters. *Be sure to write down your user name and password for future reference.*
- Click **Next**.



The screenshot shows the 'User Information (Step 6 of 7)' page. At the top is the University at Buffalo logo and name. Below the title, a red asterisk indicates a required field. The page is titled 'Primary User Information - User MUST be person authorized to sign bid responses!'. It contains several form fields: 'Prefix' (a dropdown menu), 'First Name', 'Middle Name', 'Last Name', 'Title', 'Email', 'Email Confirm', 'Phone' (with sub-fields for Country, Area, Number, and Ext), 'Fax' (with sub-fields for Country, Area, Number, and Ext), 'User Name', 'Password', 'Password Confirm', and 'Time Zone' (a dropdown menu). At the bottom, there are three buttons: 'Previous', 'Cancel Registration', and 'Next'. A red arrow points to the 'Next' button. The browser's status bar at the bottom shows 'Internet | Protected Mode: On' and a zoom level of 150%.

Figure 10

Step 7: Review and Submit. You may edit from here if necessary by clicking the “[EDIT]” link in the blue banner for each section. Click **Submit Registration** (see Figure 12).

The State University of New York

Review and Submit (Step 7 of 7)

Company Information [Edit]

Trade Name (dba)	Joe's Lock and Key Shop
Legal Name	Smith Incorporated
Organization Type	C Corporation
Tax ID (EIN or SSN, No Hyphens)	*****
DUNS #	
Telephone Number	7168222222
Fax Number	
Company Website	
Company Description	
Business Type	Service Industry
Size of Business	Small (less than 500 employees)
Excluded from New York State Procurement or Nonprocurement Programs?	No
Is your company registered with New York State Financial System?	No
If yes, enter 10-digit vendor ID #	
Will your company accept ACH Payments?	Yes
Does your company take Purchasing Credit Cards?	No
If yes, indicate types of Purchasing Credit Cards accepted by your company.	

Physical Address [Edit]

Contact Name	
Address	123 Main Street
City	xxx
State	NY
Zip	xxxx
Country	USA
Phone	1 (111) 111-1111
Fax	1 (111) 111-1111
Email	

Figure 11

Contact Name

Address	123 Main Street
City	xxx
State	NY
Zip	xxxx
Country	USA
Phone	1 (111) 111-1111
Fax	1 (111) 111-1111
Email	

Special Classifications [Edit]

Commodity Codes [Edit]

Commodities	Animal Cages Animal Care Animal Food and Supplies Medical Equipment Microscopes Medical Supplies
-------------	---

Primary User Information - User MUST be person authorized to sign bid responses!! [Edit]

Prefix	
First Name	xx
Middle Name	
Last Name	xx
Title	
Email	bafecio@buffalo.edu
Phone	1
Fax	1
User Name	bafecio1
Password	*****
Time Zone	Eastern Time (Observes Daylight Savings Time)

Previous Cancel Registration Submit Registration

Figure 12

You will see a confirmation page showing that your registration is complete.



Figure 13

You will receive an email confirmation once your registration has been approved.

For additional questions, please contact ubsd.ubebids@business.buffalo.edu

Please note: Information entered during the registration process is for registration purposes only. When responding to bid opportunities, you may be asked to submit further information and forms.

Supplier Information Management

Once you receive the email notification (Figure 14 below) that your registration has been activated, you will be able to login to the system.



Figure 14

Login using the User Name and password you chose during registration.



Figure 15

At the top of the page in the blue banner you will see “Bid Events” and “My Profile”.

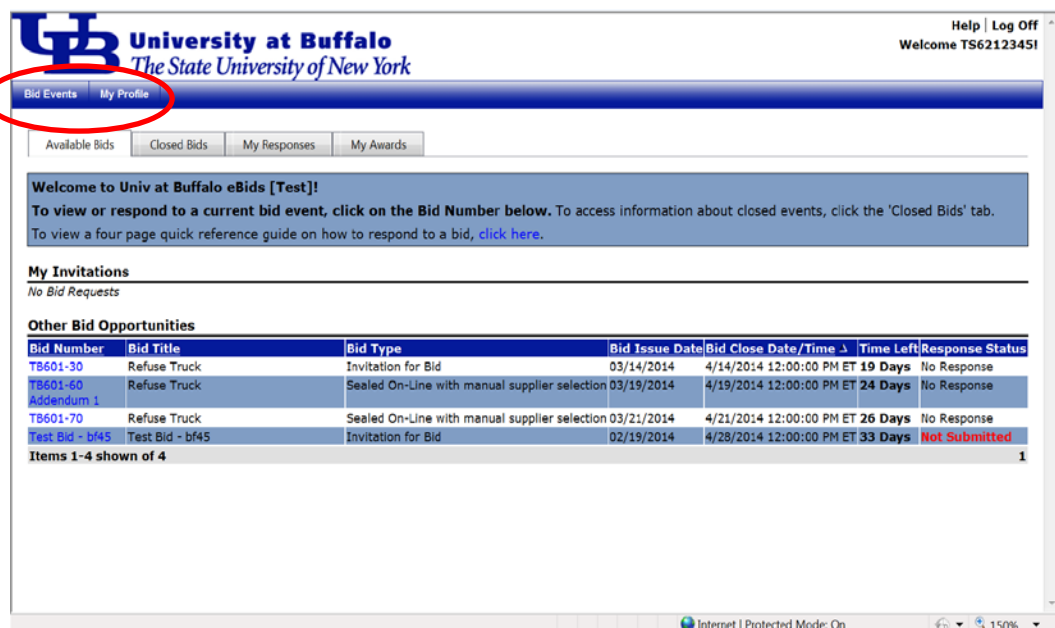


Figure 16

When hovering over “My Profile” you will see “Company Profile” and “Messages”.

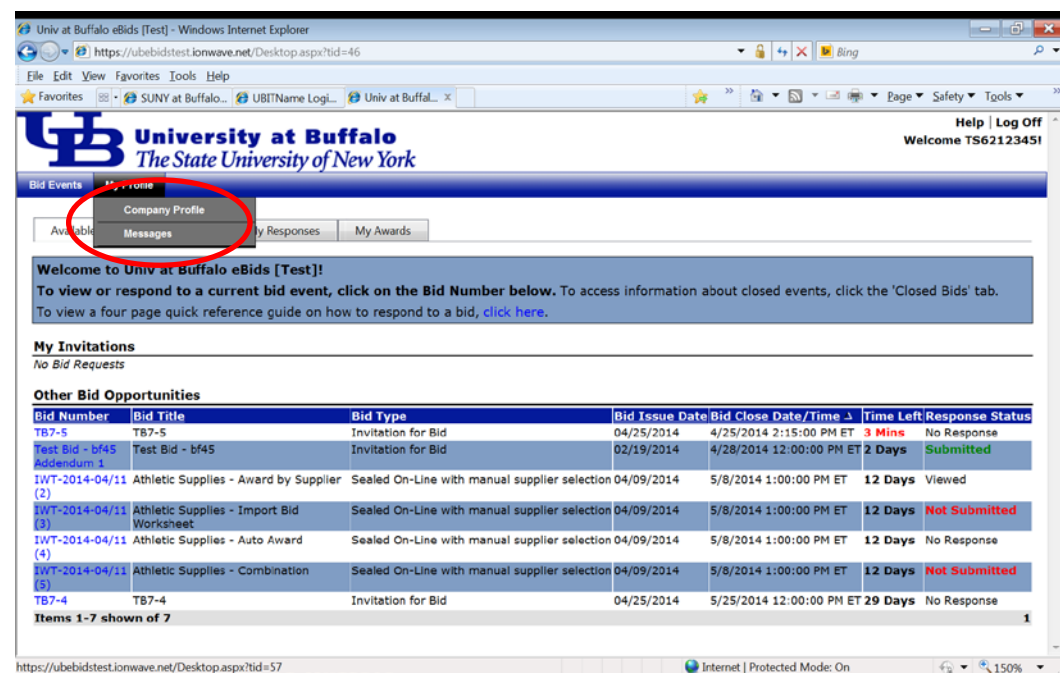


Figure 17

Messages: These are system generated messages notifying you about various activities in regard to your account. These could include bid opportunity notifications, addendum notifications, submission confirmations and award notifications.

To view a particular message you can check the box in front of the message and click view, or you can double click on the message subject in blue.

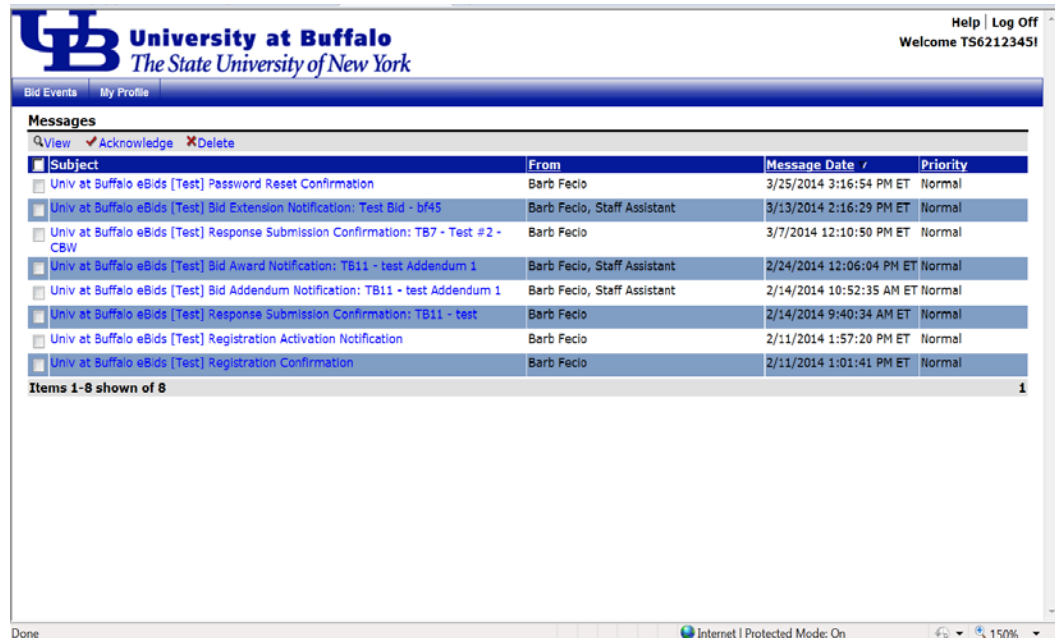


Figure 18

Company Profile: This area allows you to maintain all information entered upon registration such as company information, commodities that were chosen, any special classifications, addresses and add additional users. (See additional instructions for the individual tabs below.) This information can be edited at any time.

It is the supplier's responsibility and in your best interest to keep your company profile updated with the most current information. This includes user information, contact information, commodity information and personnel roles.

This is necessary as some bids may be sent to suppliers automatically based on the Commodity Code(s) selected.

Bidders are encouraged to utilize a Distribution List email address such as sales@yourcompany.com or bids@yourcompany.com that is received by multiple users. This will ensure that more than one individual at your company is notified of bid opportunities during vacations, out of the office situations, and/or employee turnover.

Profile Tab — has the general information regarding your company — name, organization type, etc. To make changes, click on the “Edit” button. After making changes, click on the “Save” button. See Figure 19 below.

For any changes to company name or Federal ID number, please contact the University at Buffalo Purchasing department at 645-2676, for further instructions.

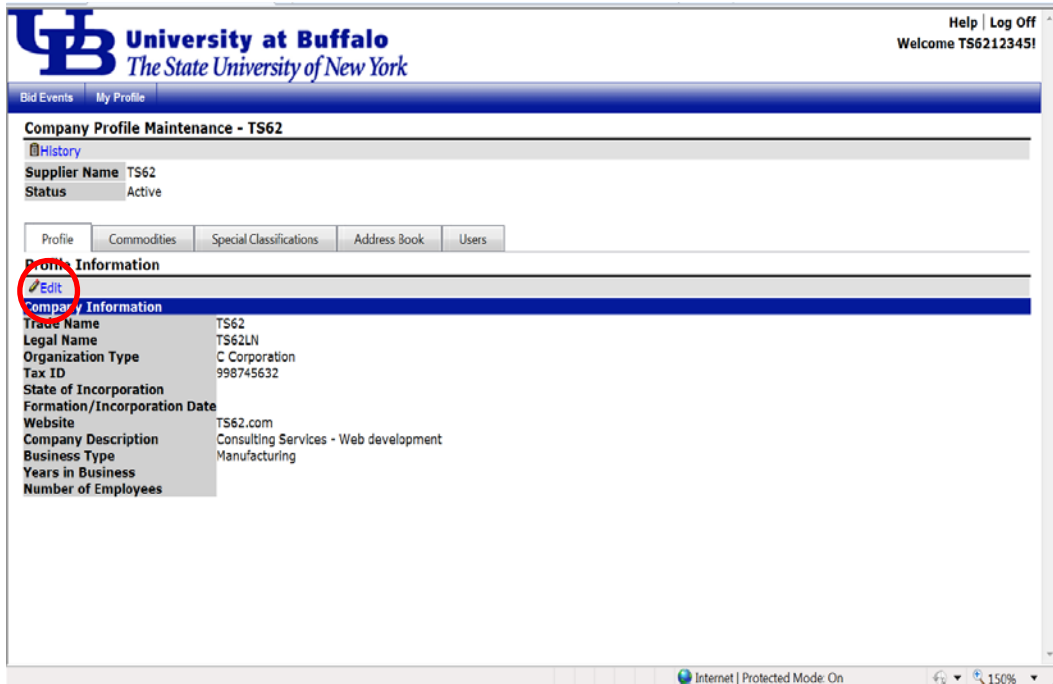


Figure 19

Commodities Tab - shows the commodities selected when registering. You can add or delete commodities by selecting **"Edit"**.

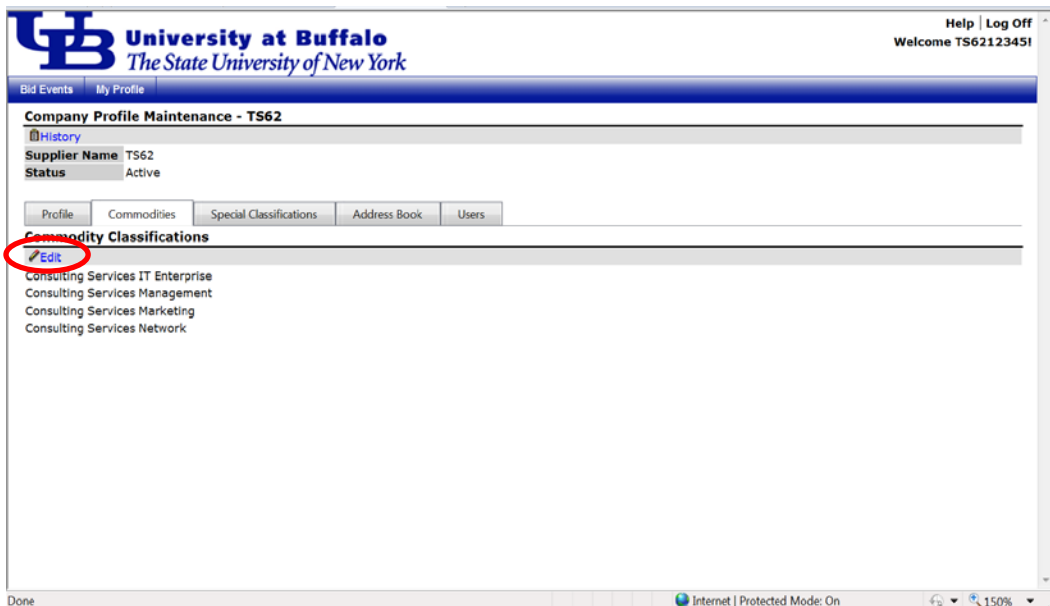


Figure 20

Click on "Select".

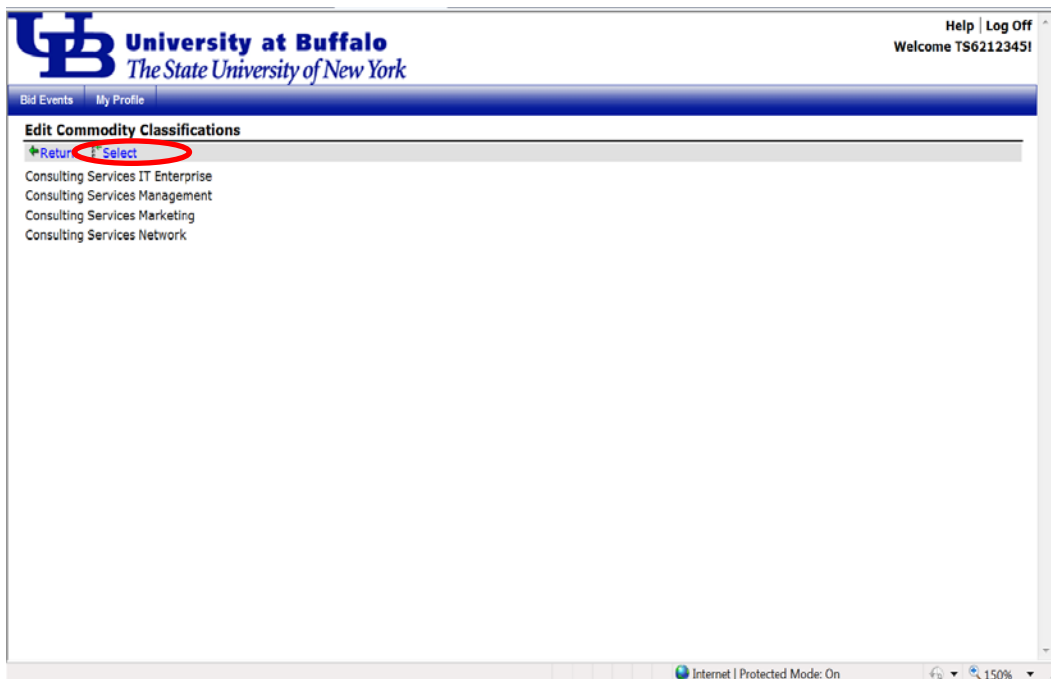


Figure 21

Make necessary additions or deletions and click "Save Selections".

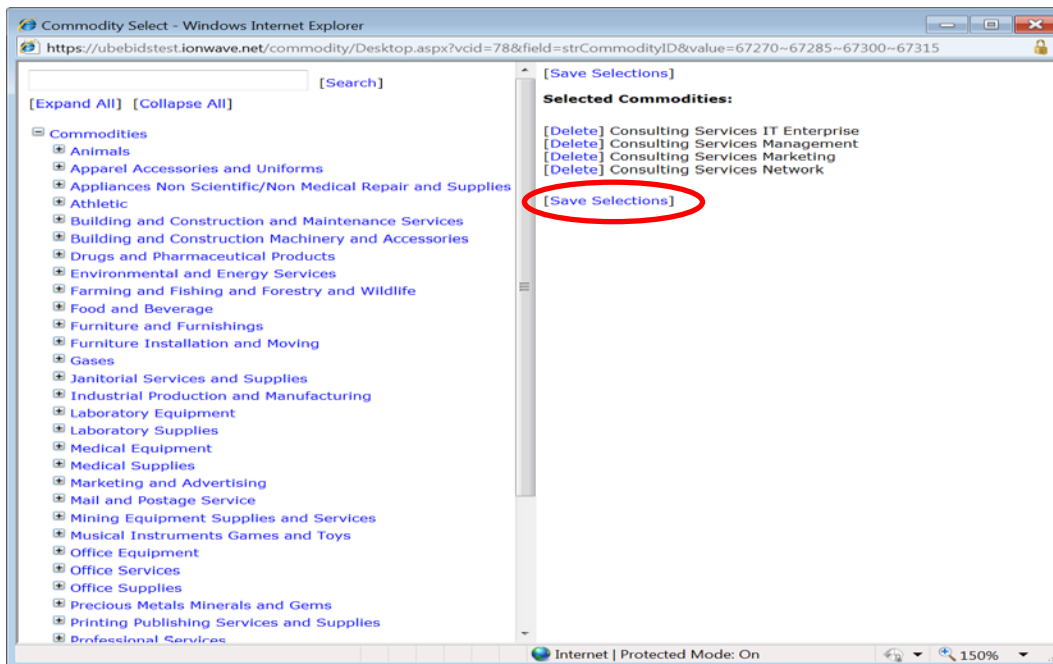


Figure 22

Click **"Return"** to return to the Commodity classifications page.

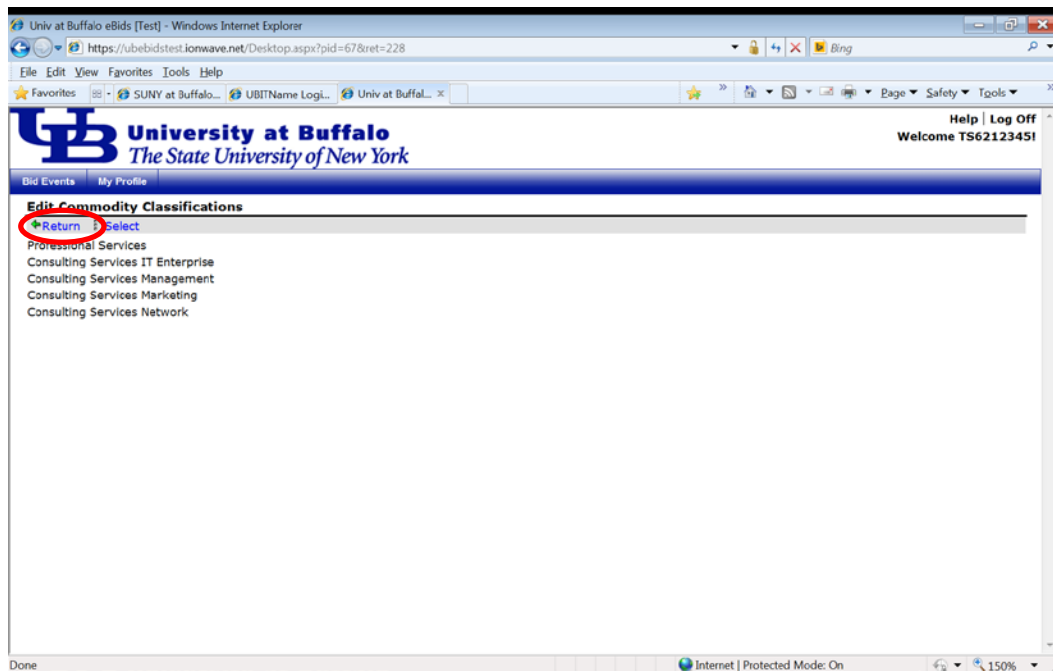


Figure 23

Special Classifications - The classifications are based on specific criteria. Additional information about each classification can be found on the website included in the description.

To register a new classification, place a check in the box in front of the classification and click **"Register"**. You may be asked for verification prior to being approved by the Purchasing Department for that classification.

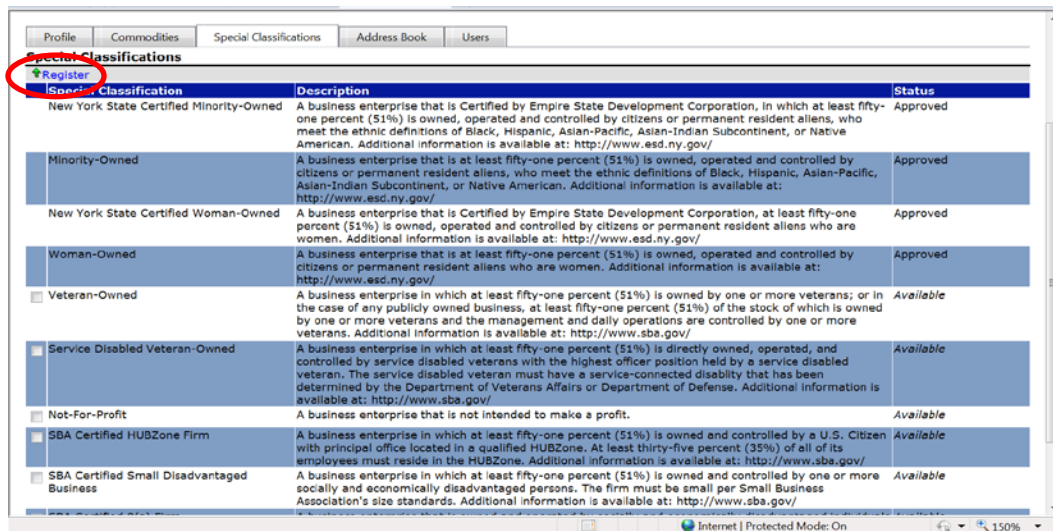


Figure 24

Certification Type	Definition	Status
New York State Certified Minority-Owned	A business enterprise that is Certified by Empire State Development Corporation, in which at least fifty-one percent (51%) is owned, operated and controlled by citizens or permanent resident aliens, who meet the ethnic definitions of Black, Hispanic, Asian-Pacific, Asian-Indian Subcontinent, or Native American. Additional information is available at: http://www.esd.ny.gov/	Approved
Minority-Owned	A business enterprise that is at least fifty-one percent (51%) is owned, operated and controlled by citizens or permanent resident aliens, who meet the ethnic definitions of Black, Hispanic, Asian-Pacific, Asian-Indian Subcontinent, or Native American. Additional information is available at: http://www.esd.ny.gov/	Approved
New York State Certified Woman-Owned	A business enterprise that is Certified by Empire State Development Corporation, at least fifty-one percent (51%) is owned, operated and controlled by citizens or permanent resident aliens who are women. Additional information is available at: http://www.esd.ny.gov/	Approved
Woman-Owned	A business enterprise that is at least fifty-one percent (51%) is owned, operated and controlled by citizens or permanent resident aliens who are women. Additional information is available at: http://www.esd.ny.gov/	Approved
<input checked="" type="checkbox"/> Veteran-Owned	A business enterprise in which at least fifty-one percent (51%) is owned by one or more veterans; or in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by one or more veterans and the management and daily operations are controlled by one or more veterans. Additional information is available at: http://www.sba.gov/	Available
<input type="checkbox"/> Service Disabled Veteran-Owned	A business enterprise in which at least fifty-one percent (51%) is directly owned, operated, and controlled by service disabled veterans with the highest officer position held by a service disabled veteran. The service disabled veteran must have a service-connected disability that has been determined by the Department of Veterans Affairs or Department of Defense. Additional information is available at: http://www.sba.gov/	Available
<input type="checkbox"/> Not-For-Profit	A business enterprise that is not intended to make a profit.	Available
<input type="checkbox"/> SBA Certified HUBZone Firm	A business enterprise in which at least fifty-one percent (51%) is owned and controlled by a U.S. Citizen with principal office located in a qualified HUBZone. At least thirty-five percent (35%) of all of its employees must reside in the HUBZone. Additional information is available at: http://www.sba.gov/	Available
<input type="checkbox"/> SBA Certified Small Disadvantaged Business	A business enterprise in which at least fifty-one percent (51%) is owned and controlled by one or more socially and economically disadvantaged persons. The firm must be small per Small Business Association's size standards. Additional information is available at: http://www.sba.gov/	Available
<input type="checkbox"/> SBA Certified 8(a) Firm	A business enterprise that is owned and operated by socially and economically disadvantaged individuals and eligible to receive federal contracts under the Small Business Administrator's 8(a) Business Development Program. Additional information is available at: http://www.sba.gov/	Available
<input type="checkbox"/> Historically Black College/University or Minority Institution	A historically black college or university that was established prior to 1964, whose principal mission was, and is, the education of black Americans. Additional information is available at: http://www.ed.gov/edblogs/whhbcu/one-hundred-and-five-historically-black-colleges-and-universities/	Available

Figure 25

Any changes in the status of your classifications, such as not being recertified, must be relayed to the Purchasing Department in a timely manner, as this may affect the bids that you receive.

Address Maintenance

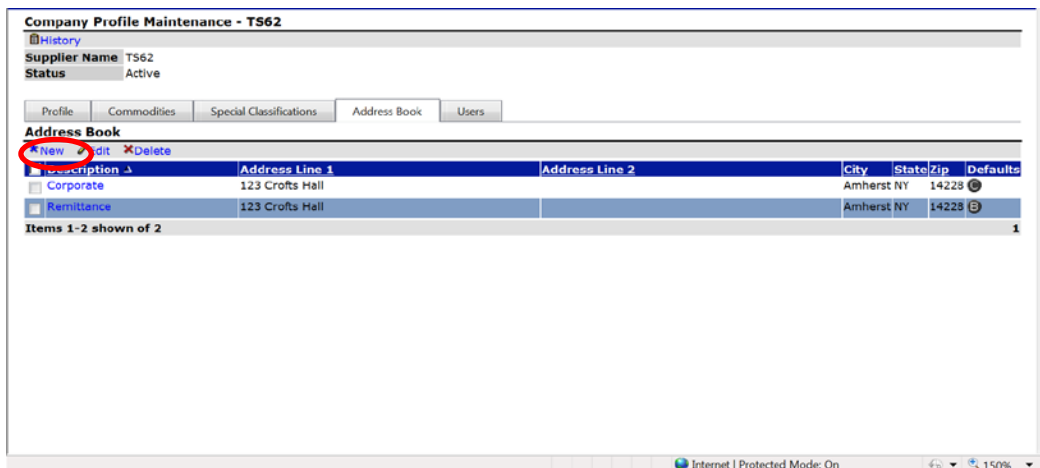
Address Book

Your addresses are captured during the supplier registration. It is recommended that you review the entries periodically for accuracy. You can add, edit or delete addresses.

Please note: Changes made in the eBids program are only for the eBid system. Any changes to your mailing address or remit to address will also have to be updated in the State Financial System by logging in to the Vendor Portal at www.sfs.ny.gov. If you have any questions regarding this, contact the SFS helpdesk at helpdesk@sfs.ny.gov or 1-855-233-8363.

Adding an address:

Click on “New”.



Company Profile Maintenance - TS62

History

Supplier Name: TS62

Status: Active

Profile | Commodities | Special Classifications | Address Book | Users

Address Book

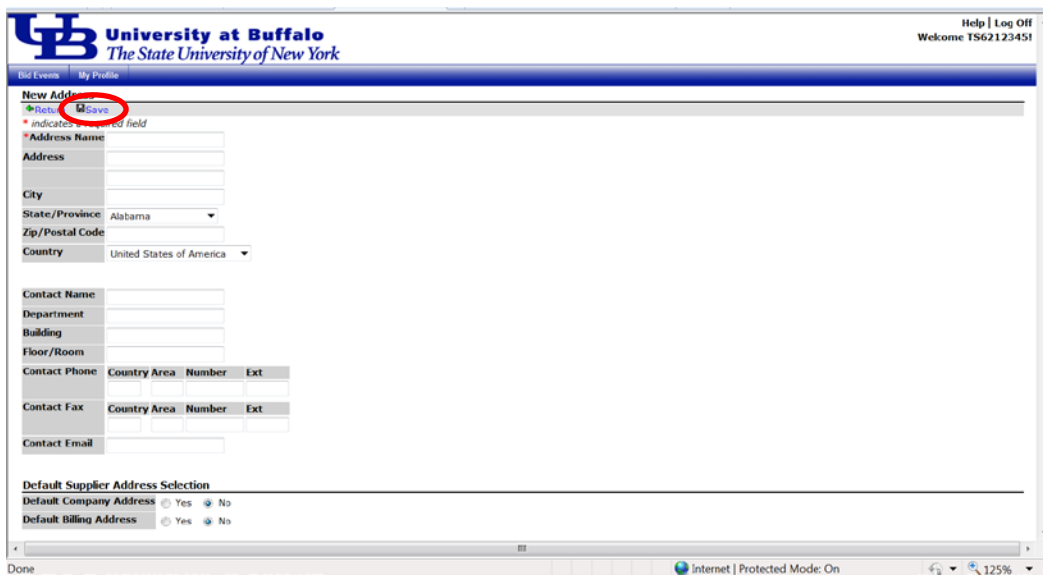
New Edit Delete

Description	Address Line 1	Address Line 2	City	State	Zip	Defaults
Corporate	123 Crofts Hall		Amherst NY		14228	
Remittance	123 Crofts Hall		Amherst NY		14228	

Items 1-2 shown of 2

Figure 26

Complete all information and click “Save”.



University at Buffalo
The State University of New York

Help | Log Off
Welcome TS6212345!

My Profile

New Address

Save

indicates a required field

Address Name

Address

City

State/Province: Alabama

Zip/Postal Code

Country: United States of America

Contact Name

Department

Building

Floor/Room

Contact Phone: Country Area Number Ext

Contact Fax: Country Area Number Ext

Contact Email

Default Supplier Address Selection

Default Company Address: Yes No

Default Billing Address: Yes No

Figure 27

Address is updated.

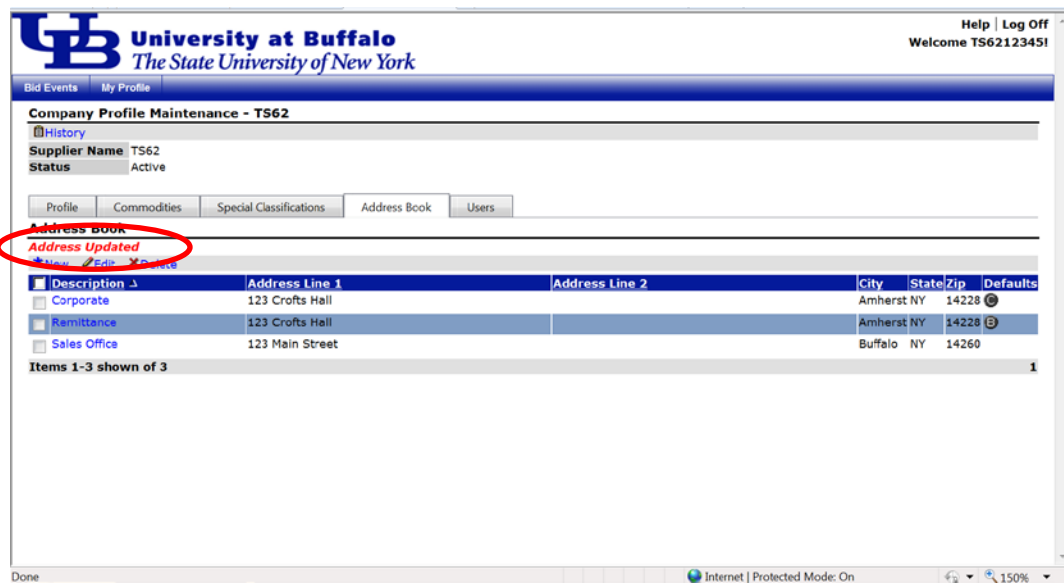


Figure 28

Editing an address:

Check the box in front of the address to be changed and click "Edit".

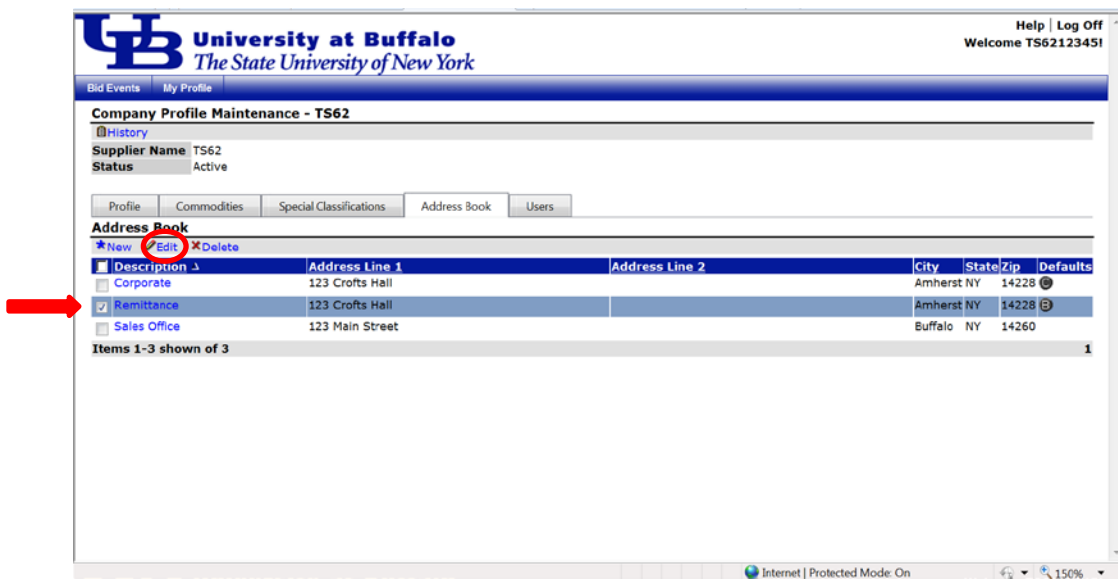


Figure 29

Make necessary changes and click **“Save”**.

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS62123451

Bid Events My Profile

Edit Supplier Address

Return Save

* Indicates a required field

* Address Name Remittance

Address 123 James Street

City Amherst

State/Province New York

Zip/Postal Code 14228

Country United States of America

Contact Name Barb Fecio

Department

Building

Floor/Room

Contact Phone

Country	Area	Number	Ext
1	716	645	4513

Contact Fax

Country	Area	Number	Ext
1	716	645	2667

Contact Email

Done Internet | Protected Mode: On 150%

Figure 30

Address is updated.

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS62123451

Bid Events My Profile

Company Profile Maintenance - TS62

History

Supplier Name TS62

Status Active

Profile Commodities Special Classifications Address Book Users

Address Book

Address Updated

New Edit Delete

Description	Address Line 1	Address Line 2	City	State	Zip	Defaults
<input type="checkbox"/> Corporate	123 Crofts Hall		Amherst	NY	14228	
<input checked="" type="checkbox"/> Remittance	123 James Street		Amherst	NY	14228	
<input type="checkbox"/> Sales Office	123 Main Street		Buffalo	NY	14260	

Items 1-3 shown of 3

Internet | Protected Mode: On 150%

Figure 31

Deleting an address

Check the box in front of the address to be deleted and click **“Delete”**.

See Figure 32 below.

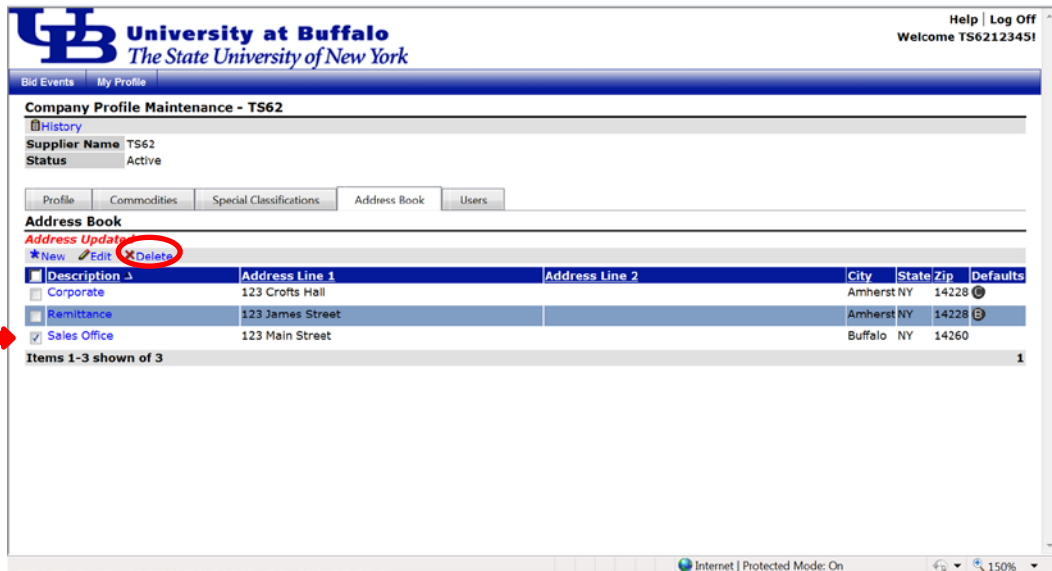


Figure 32

You will receive a message – “Are you sure you want to delete this item?” Click OK.

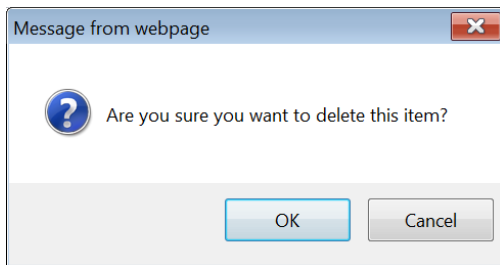


Figure 33

Address is updated.

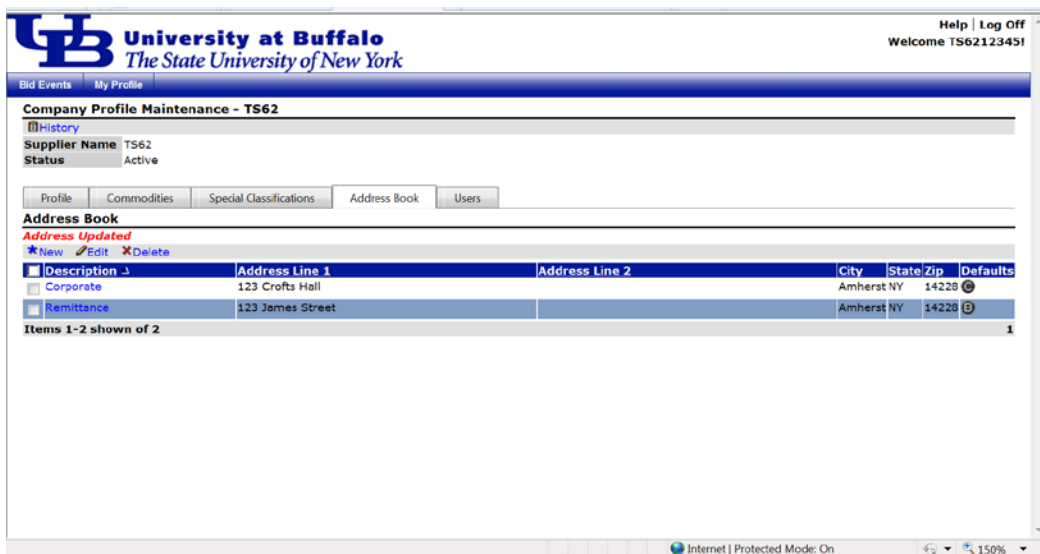


Figure 34

Users Tab

Shows the list of users entered into the system along with their User Name and their current status.

Adding a new User

Click on "New".

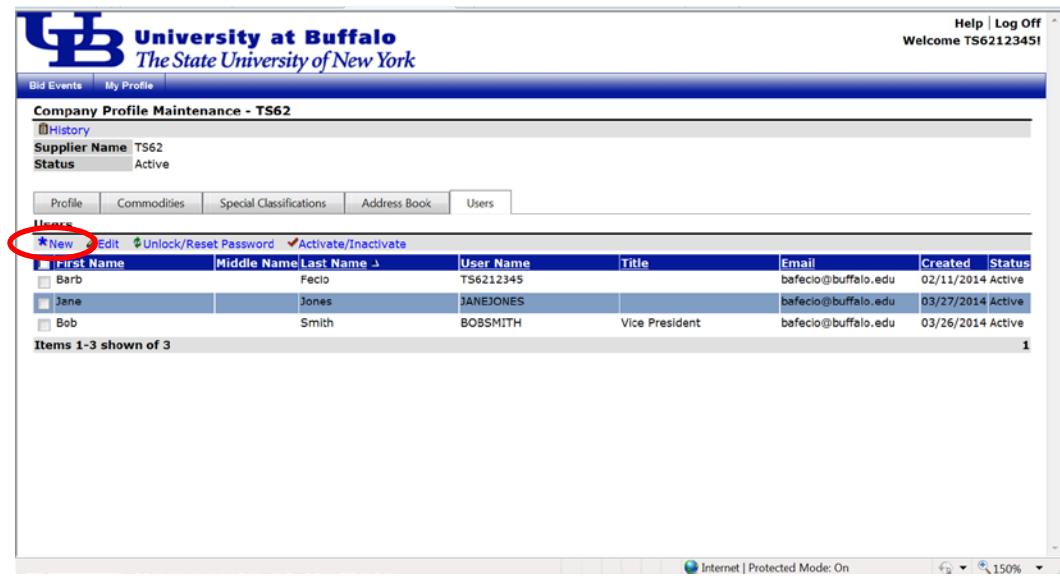


Figure 35

Complete all information. You will create the User name for user being added. See Figure 36 below.

Make note of the temporary password assigned at the bottom of the screen and provide this and the User Name created to the user.

Click "Save".

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS6212345!

Bid Events My Profile

Add User

Return Save

* indicates a required field

Prefix

User Name * jimpeters

First Name * Jim

Middle Name

Last Name * Peters

Title Vice President

Email * bafecio@buffalo.edu

Phone

Country	Area	Number	Ext
	716	111-1111	

Fax

Country	Area	Number	Ext
	716	111-1112	

Time Zone Atlantic Time (Observes Daylight Savings Time)

Temporary Password * 14686668

Please make note of this temporary password and provide this to the user. They will be prompted to change this password when they first log into the system.

Done Internet | Protected Mode: On 150%

Figure 36

At the top of the page, you will see **User Profile Added**.

Click on **"Return"** to go to the list of Users.

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS6212345!

Bid Events My Profile

User Profile Added

Add User

Return Save

* indicates a required field

Prefix

User Name * JIMPETERS

First Name * Jim

Middle Name

Last Name * Peters

Title Vice President

Email * bafecio@buffalo.edu

Phone

Country	Area	Number	Ext
	716	111-1111	

Fax

Country	Area	Number	Ext
	716	111-1112	

Time Zone Atlantic Time (Observes Daylight Savings Time)

Temporary Password * 14686668

Please make note of this temporary password and provide this to the user. They will be prompted to change this password when they first log into the system.

Internet | Protected Mode: On 150%

Figure 37

You are now able to assign roles to personnel you have added to the system.

Assigning Roles

The roles available to be assigned are:

Company Administrator - will have access to both Bid Events and My Profile tabs

ROLE FUNCTIONS:

- Ability to log in and manage user profile
- Access to view/edit the supplier's profile information; ability to view messages/history
- Access to view/respond to bid requests

Profile Management – will have access to My Profile tab only

ROLE FUNCTIONS:

- Ability to log in and manage user profile
- Access to view/edit the supplier's profile information; ability to view messages/history

Bids Management – will have access to Bid Events tab only

ROLE FUNCTIONS:

- Access to view/respond to bid requests

Check the box before the user's name and click on "Edit".

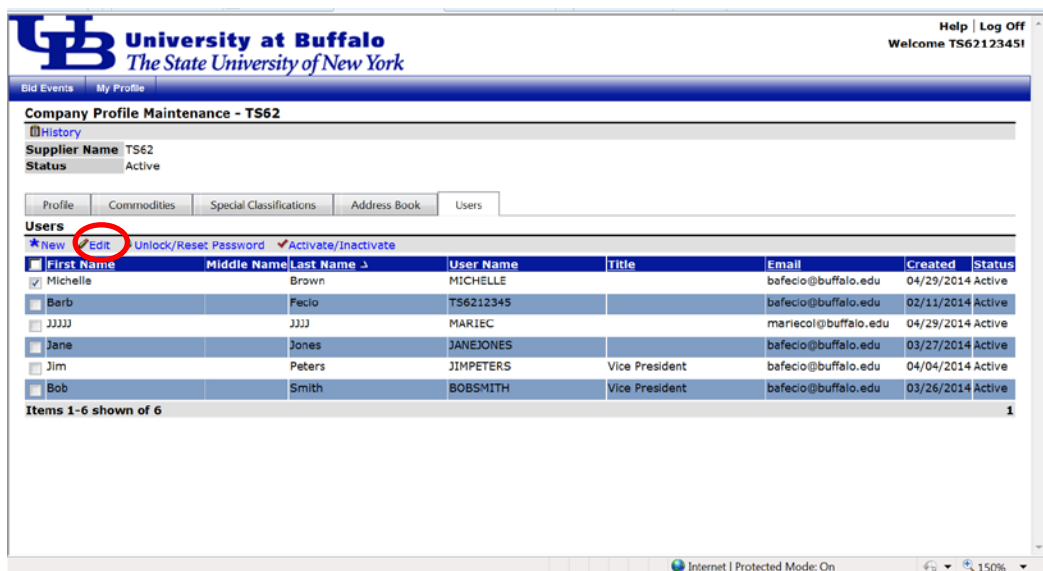


Figure 38

Click on "Roles" at the top of the page.

Univ at Buffalo eBids [Test] - Windows Internet Explorer
https://ubebidstest.ionwave.net/Desktop.aspx?pid=178&uid=151&pg=1&sort=LastName&order=a&ret=66&pg=1

Univ at Buffalo eBids [Test] - Windows Internet Explorer
File Edit View Favorites Tools Help
Favorites SUNY at Buffalo... Report Generator Univ at Buffal... SeeThroughNY... Page Safety Tools

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS62123451

Did Events My Profile

Edit User Profile

Return Roles Save

* indicates a required field

Prefix

User Name MICHELLE

First Name Michelle

Middle Name

Last Name Brown

Title

Email bafecio@buffalo.edu

Phone Country Area Number Ext

Fax Country Area Number Ext

Time Zone Atlantic Standard Time

Figure 39

All 3 available roles will have been assigned with the Company Administrator showing as the default role.

Univ at Buffalo eBids [Test] - Windows Internet Explorer
https://ubebidstest.ionwave.net/Desktop.aspx?pid=178&uid=151&pg=1&sort=LastName&order=a&ret=66&pg=1

Univ at Buffalo eBids [Test] - Windows Internet Explorer
File Edit View Favorites Tools Help
Favorites SUNY at Buffalo... Report Generator Univ at Buffal... SeeThroughNY... Page Safety Tools

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS62123451

Did Events My Profile

User Roles

Return

Workgroup TS62

Roles

Add Bids Module Delete Default

Role Name	Default
Bids Module	N
Company Administrator	Y
Profile Management	N

Items 1-1 shown of 1

Figure 40

To delete the role(s) that are not applicable to that person, check the box(es) next to the role name and click "Delete".

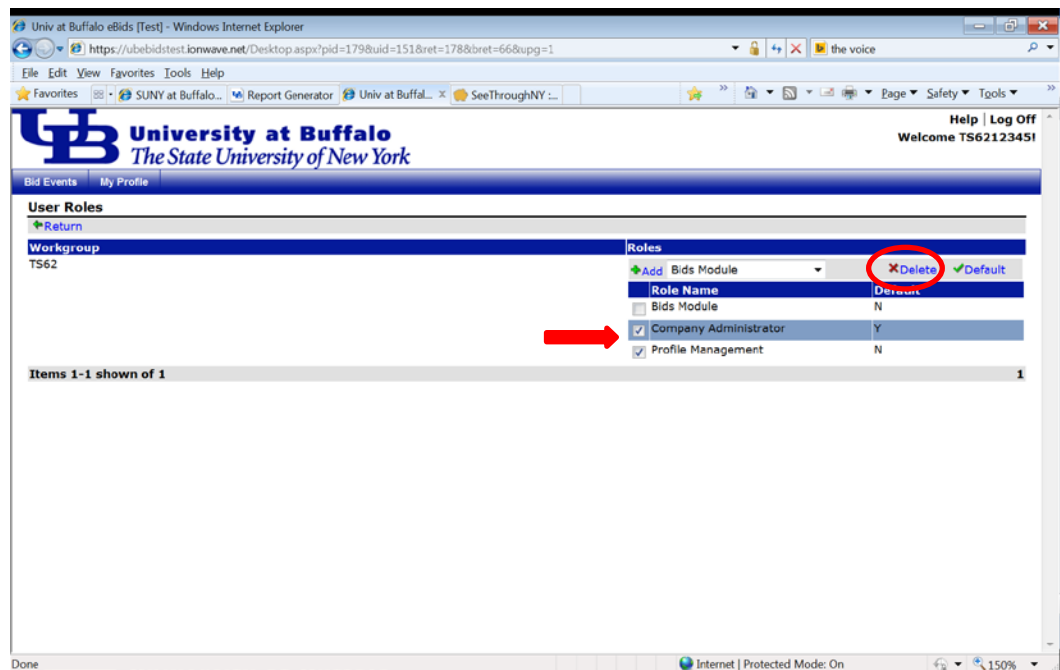


Figure 41

The role assigned will show as the default. Click "Return".

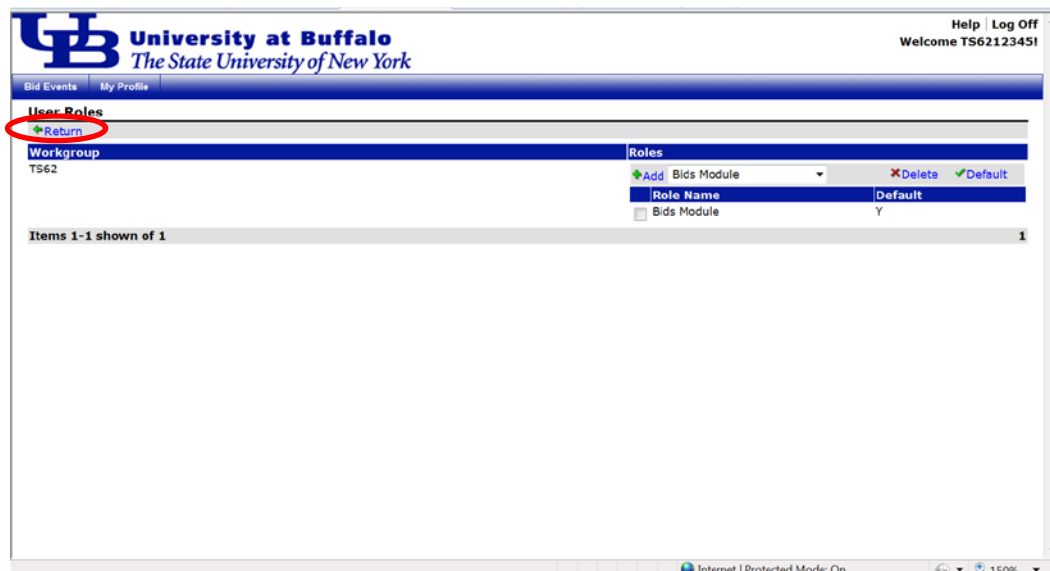


Figure 42

Click on “Return” to go back to the listing of Users.

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS62123451

Bid Events My Profile

Edit User Profile

[Return](#) [Roles](#) [Save](#)

** Asterisks are required fields*

Prefix

User Name

First Name

Middle Name

Last Name

Title

Email

Phone

Country	Area	Number	Ext
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fax

Country	Area	Number	Ext
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Time Zone

Figure 43

You can also add roles to a specific person, as needed.

Put a check mark in the box before their name and click “Edit”.

Bid Events My Profile

Company Profile Maintenance - TS62

[History](#)

Supplier Name

Status

Profile Commodities Special Classifications Address Book **Users**

[New](#) [Edit](#) [Unlock/Reset Password](#) [Activate/Inactivate](#)

<input type="checkbox"/>	First Name	Middle Name	Last Name	User Name	Title	Email	Created	Status
<input type="checkbox"/>	Berb		Fecio	TS6212345		bafecio@buffalo.edu	02/11/2014	Active
<input checked="" type="checkbox"/>	Jane		Jones	JANEJONES		bafecio@buffalo.edu	03/27/2014	Active
<input type="checkbox"/>	Jim		Peters	JIMPETERS	Vice President	bafecio@buffalo.edu	04/04/2014	Active
<input type="checkbox"/>	Bob		Smith	BOBSMITH	Vice President	bafecio@buffalo.edu	03/26/2014	Active

Items 1-4 shown of 4

Figure 44

Click on "Roles".

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS6212345I

Bid Events | My Profile

Edit User Profile

[Return](#) [Roles](#) [Save](#)

* indicates a required field

Prefix: [v]

User Name: JANEJONES

First Name: Jane

Middle Name: []

Last Name: Jones

Title: []

Email: bafecio@buffalo.edu

Phone: Country Area Number Ext

Fax: Country Area Number Ext

Time Zone: Eastern Time (Observes Daylight Savings Time)

Figure 45

Click on the drop down menu arrow. Choose the role needed and clicking on "Add".

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS6212345I

Bid Events | My Profile

User Roles

[Return](#)

Workgroup: TS62

Role	Default
Add Bids Module	Delete Default
Roles Module	Default
Company Administrator	Y
Profile Management	

Items 1-1 shown of 1

Figure 46

Note that the role that was first assigned is still showing as the default role.

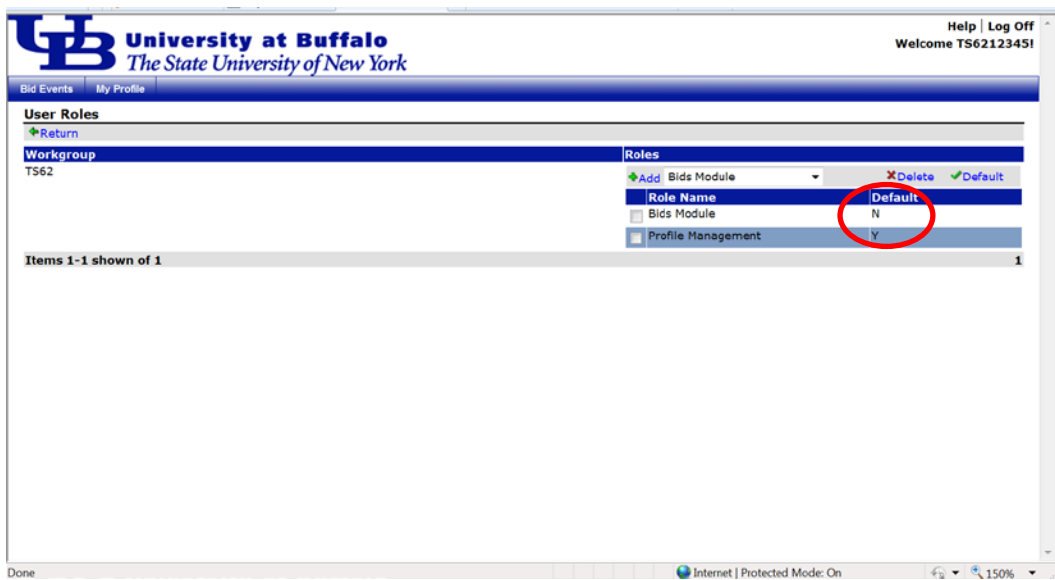


Figure 47

If you want to change the default to the added role, check the box beside it and click "Default".

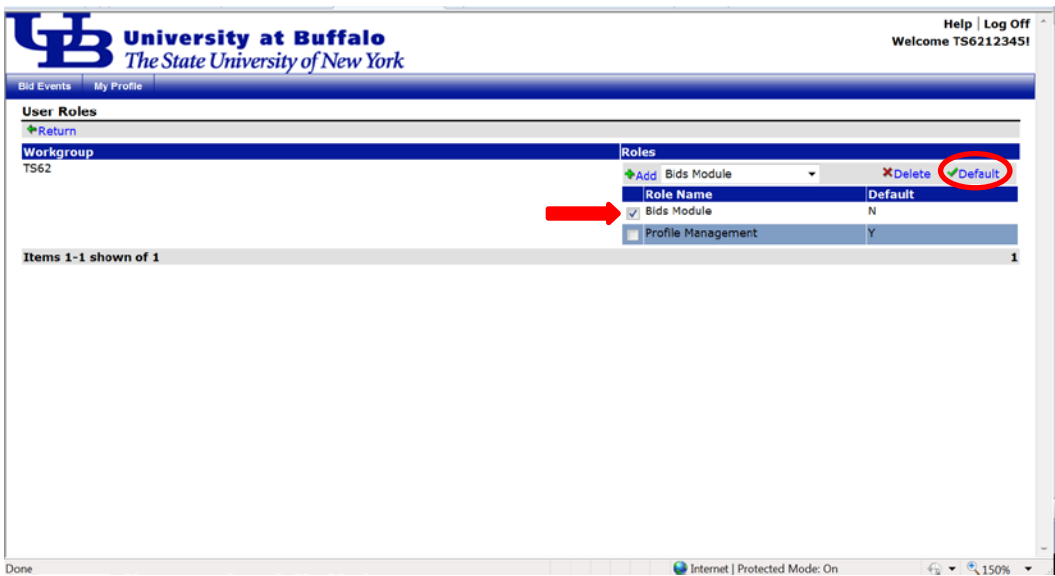


Figure 48

The default has now changed. Click **Return** to go back to the list of Users.

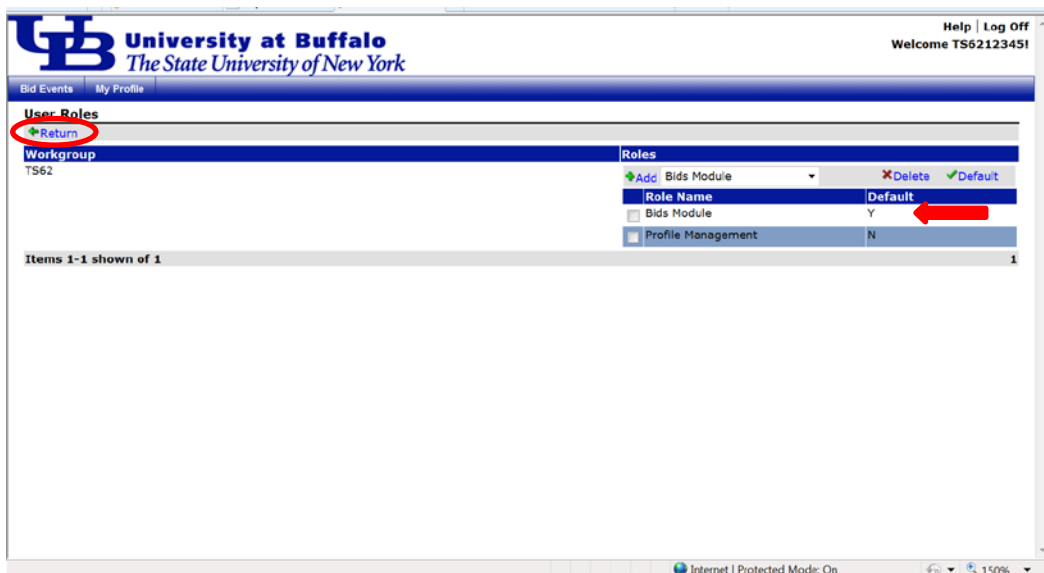


Figure 49

Inactivate/Reactivate a User

You never delete a user. Users are either active or inactive.

Place a checkmark in the box next to the user's name and click **Activate/Inactivate**.

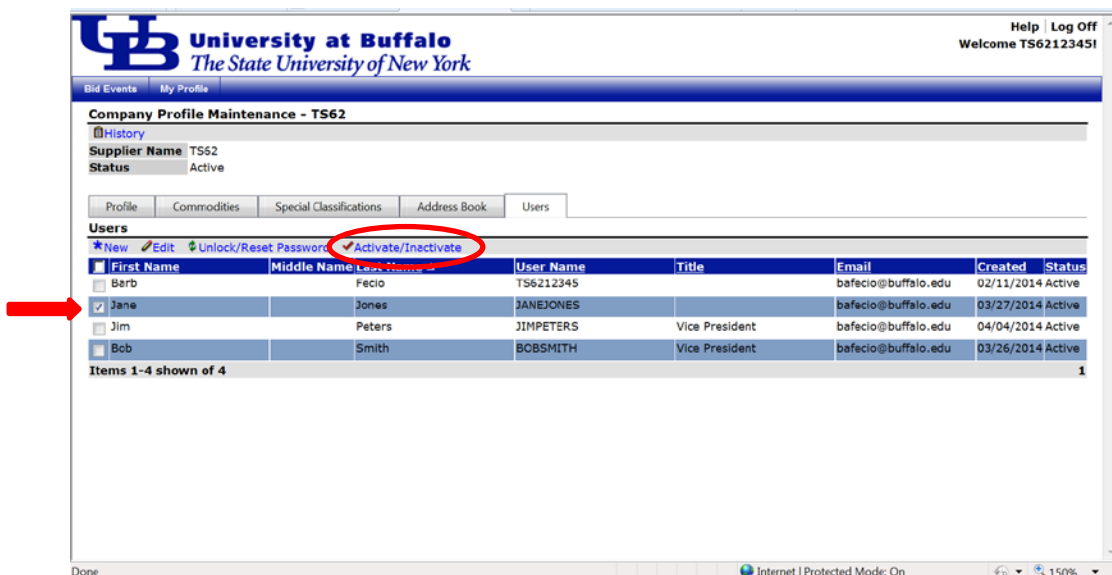


Figure 50

The user's status will display in the far right status column.

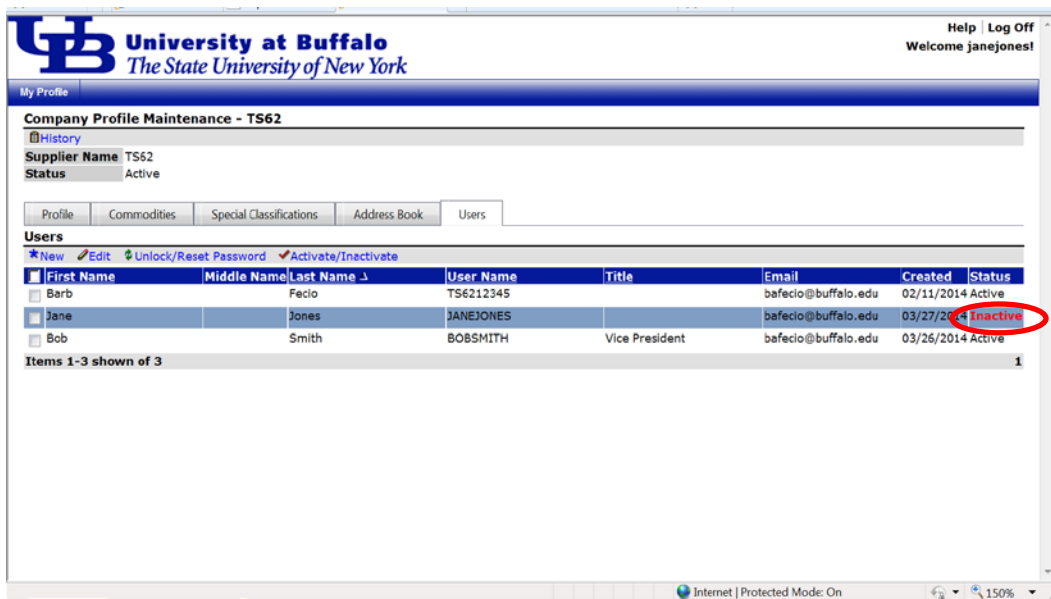


Figure 51

You can reactivate a user by following the same process above.

Unlock/Reset Password

Place a checkmark in the box next to the user's name and click "Unlock/Reset Password".

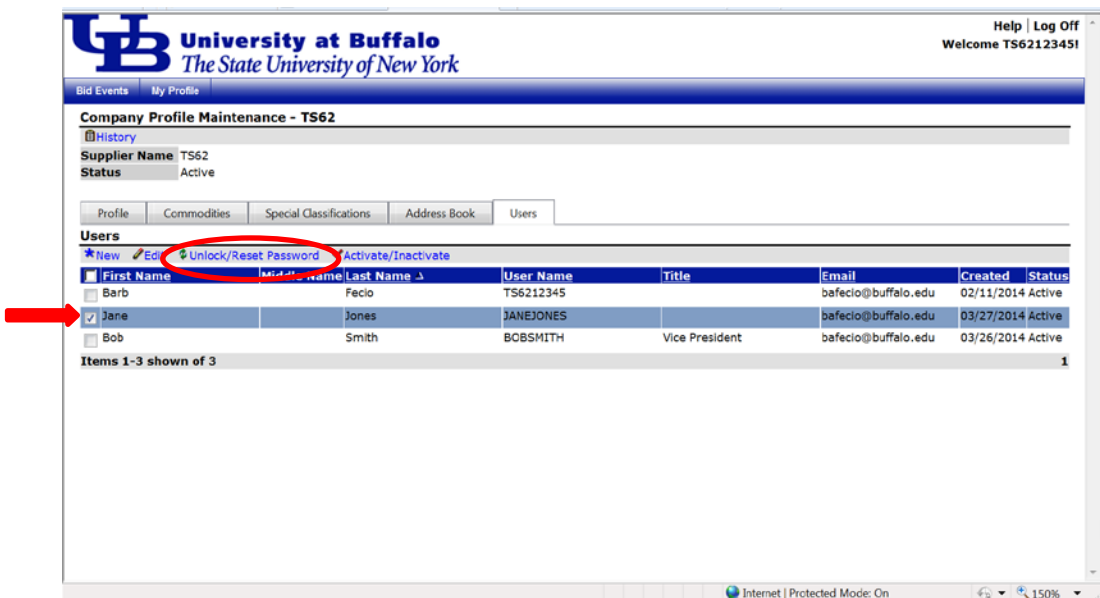


Figure 52

Click "OK" to proceed.

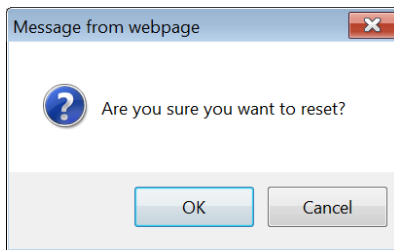


Figure 53

Retain the email address that populates the user email field or enter another email address. If you enter a different email address, the email address of record will change for the user.

Enter a note if applicable. The entry will display on an email to the user.

Click "Save".



Figure 54

You will receive an email confirmation that a temporary password has been sent.

The user will receive an email containing their username and a temporary password.

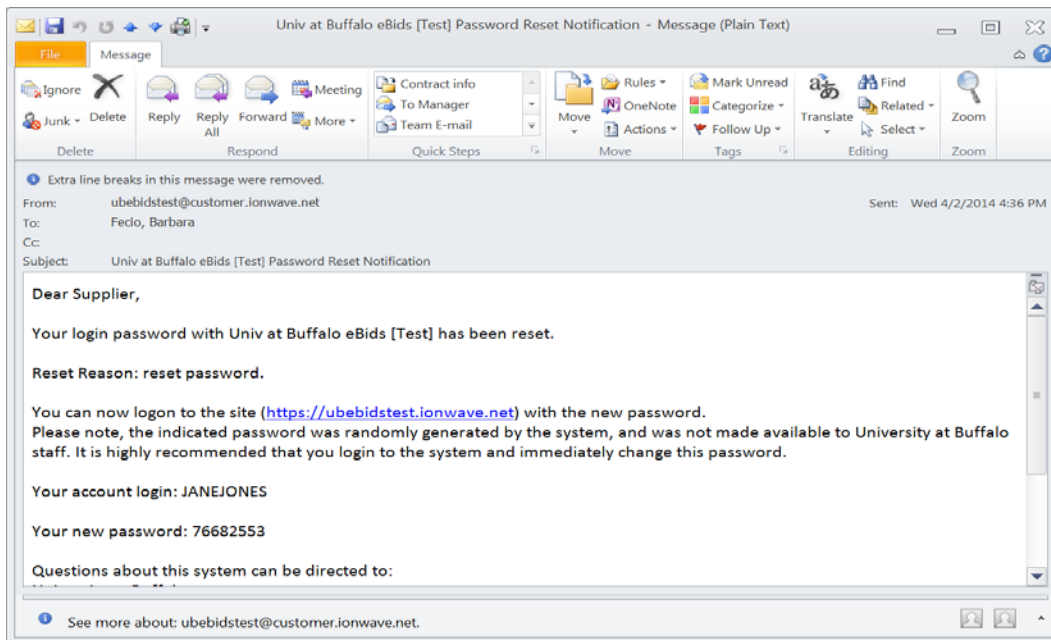


Figure 55

The user will login using the username and password provided on the email message, and is prompted to change the password. (*Do not re-enter the temporary password in these fields*).

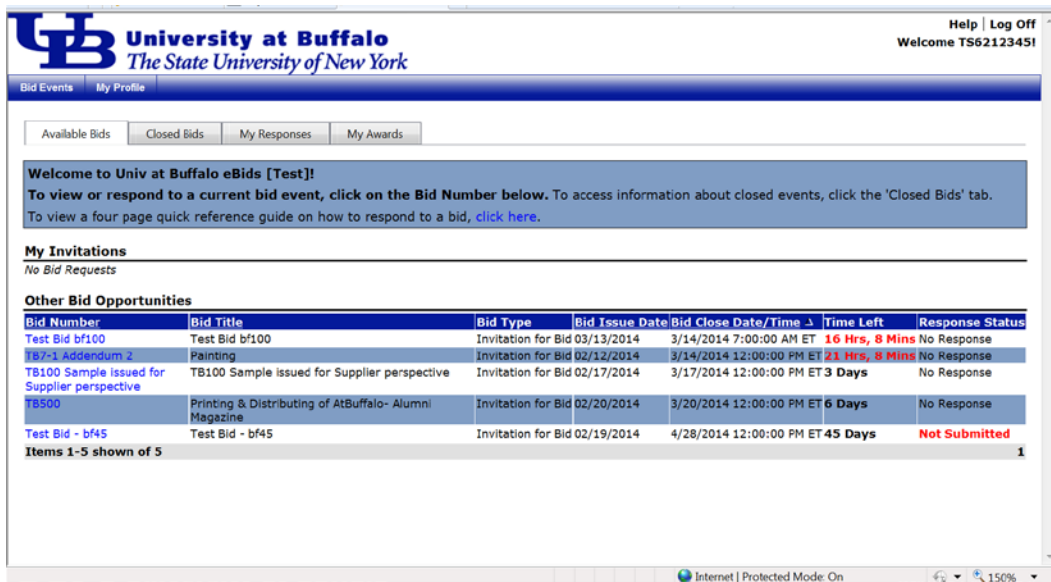
The new password is entered twice for confirmation purposes.

The user will enter the new password for future login activity.

Supplier Tabs

After logging into the UBeBids website, you will see the following screen. There are 4 tabs across the top of the screen: Available Bids, Closed Bids, My Responses and My Awards. Items showing, depending on the screen, include Bid number, Bid Title, Bid Type, Issue Date, Closing Date and Time, Response Status, Bid Status.

Available Bids: Opportunities will be shown under 2 Headings: **My Invitations** and **Other Bid Opportunities**, based on the commodities chosen when registering. More information is given in the Available Bids Section of the manual.



University at Buffalo
The State University of New York

Help | Log Off
Welcome TS62123451

Bid Events | My Profile

Available Bids | Closed Bids | My Responses | My Awards

Welcome to Univ at Buffalo eBids [Test]!
To view or respond to a current bid event, click on the Bid Number below. To access information about closed events, click the 'Closed Bids' tab.
To view a four page quick reference guide on how to respond to a bid, [click here](#).

My Invitations
No Bid Requests

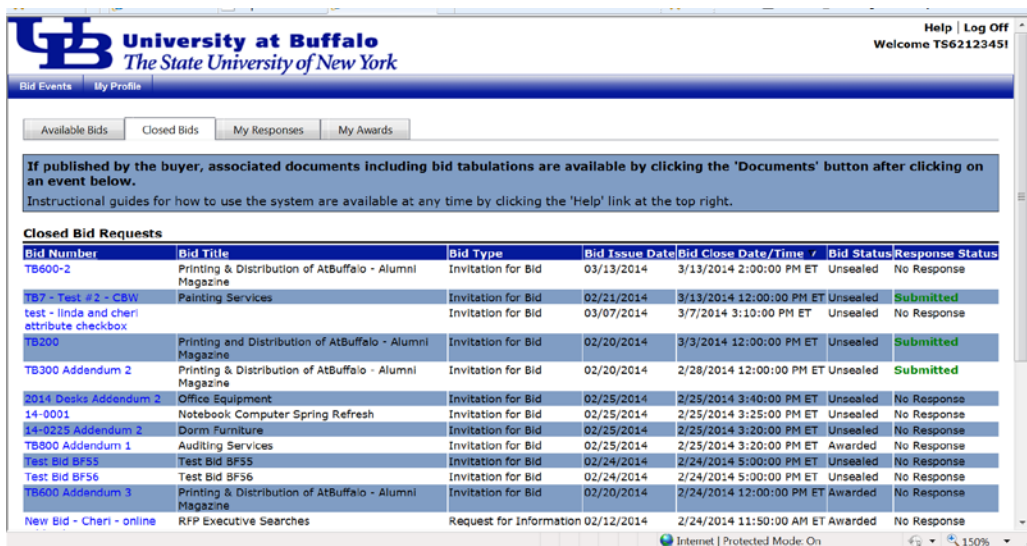
Other Bid Opportunities

Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Time Left	Response Status
Test Bid bf100	Test Bid bf100	Invitation for Bid	03/13/2014	3/14/2014 7:00:00 AM ET	16 Hrs, 8 Mins	No Response
TB7-1 Addendum 2	Painting	Invitation for Bid	02/12/2014	3/14/2014 12:00:00 PM ET	21 Hrs, 8 Mins	No Response
TB100 Sample issued for Supplier perspective	TB100 Sample issued for Supplier perspective	Invitation for Bid	02/17/2014	3/17/2014 12:00:00 PM ET	3 Days	No Response
TB500	Printing & Distributing of AtBuffalo - Alumni Magazine	Invitation for Bid	02/20/2014	3/20/2014 12:00:00 PM ET	6 Days	No Response
Test Bid - bf45	Test Bid - bf45	Invitation for Bid	02/19/2014	4/28/2014 12:00:00 PM ET	45 Days	Not Submitted

Items 1-5 shown of 5

Figure 56

Closed Bids: Displays bid opportunities that have closed and are no longer available for responses.



University at Buffalo
The State University of New York

Help | Log Off
Welcome TS62123451

Bid Events | My Profile

Available Bids | Closed Bids | My Responses | My Awards

If published by the buyer, associated documents including bid tabulations are available by clicking the 'Documents' button after clicking on an event below.
Instructional guides for how to use the system are available at any time by clicking the 'Help' link at the top right.

Closed Bid Requests

Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Bid Status	Response Status
TB600-2	Printing & Distribution of AtBuffalo - Alumni Magazine	Invitation for Bid	03/13/2014	3/13/2014 2:00:00 PM ET	Unsealed	No Response
TB7 - Test #2 - CBW	Painting Services	Invitation for Bid	02/21/2014	3/13/2014 12:00:00 PM ET	Unsealed	Submitted
test - linda and cheri attribute checkbox		Invitation for Bid	03/07/2014	3/7/2014 3:10:00 PM ET	Unsealed	No Response
TB200	Printing and Distribution of AtBuffalo - Alumni Magazine	Invitation for Bid	02/20/2014	3/3/2014 12:00:00 PM ET	Unsealed	Submitted
TB300 Addendum 2	Printing & Distribution of AtBuffalo - Alumni Magazine	Invitation for Bid	02/20/2014	2/28/2014 12:00:00 PM ET	Unsealed	Submitted
2014 Desks Addendum 2	Office Equipment	Invitation for Bid	02/25/2014	2/25/2014 3:40:00 PM ET	Unsealed	No Response
14-0001	Notebook Computer Spring Refresh	Invitation for Bid	02/25/2014	2/25/2014 3:25:00 PM ET	Unsealed	No Response
14-0225 Addendum 2	Dorm Furniture	Invitation for Bid	02/25/2014	2/25/2014 3:20:00 PM ET	Unsealed	No Response
TB800 Addendum 1	Auditing Services	Invitation for Bid	02/25/2014	2/25/2014 3:20:00 PM ET	Awarded	No Response
Test Bid BF55	Test Bid BF55	Invitation for Bid	02/24/2014	2/24/2014 5:00:00 PM ET	Unsealed	No Response
Test Bid BF56	Test Bid BF56	Invitation for Bid	02/24/2014	2/24/2014 5:00:00 PM ET	Unsealed	No Response
TB600 Addendum 3	Printing & Distribution of AtBuffalo - Alumni Magazine	Invitation for Bid	02/20/2014	2/24/2014 12:00:00 PM ET	Awarded	No Response
New Bid - Cheri - online	RFP Executive Searches	Request for Information	02/12/2014	2/24/2014 11:50:00 AM ET	Awarded	No Response

Figure 57

My Responses: Separated into Active Bids and Closed Bids.

Active bids: This shows bids that you have viewed and/or started, but have not submitted.

Closed bids: The **Bid Status** section will show what has happened with the bids that you responded to.

Unsealed – the submitted bids are still in the reviewing stage.

Awarded – the bidding process is complete and the bid was awarded. You may or may not have received the bid.

The screenshot shows the 'University at Buffalo' bidding system interface. The 'My Responses' tab is selected, displaying two sections: 'Active Responses' and 'Closed Responses'. The 'Closed Responses' table has a red circle around the 'Bid Status' column, which contains values like 'Unsealed', 'Awarded', and 'Cancelled'.

Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Time Left	Response Status
Test Bid - bf45	Test Bid - bf45	Invitation for Bid	02/19/2014	4/28/2014 12:00:00 PM ET	45 Days	Not Submitted

Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Bid Status	Response Status
TB7 - Test #2 - CBW	Painting Services	Invitation for Bid	02/21/2014	3/13/2014 12:00:00 PM ET	Unsealed	Submitted
TB200	Printing and Distribution of AtBuffalo - Alumni Magazine	Invitation for Bid	02/20/2014	3/3/2014 12:00:00 PM ET	Unsealed	Submitted
TB300 Addendum 2	Printing & Distribution of AtBuffalo - Alumni Magazine	Invitation for Bid	02/20/2014	2/28/2014 12:00:00 PM ET	Unsealed	Submitted
TB11 - test Addendum 1	Consultant to Provide Web information Architecture Services	Invitation for Bid	02/13/2014	2/21/2014 7:00:00 AM ET	Awarded	Submitted
TB11 - test Addendum 1	Consultant to Provide Web information Architecture Services	Invitation for Bid	02/13/2014	2/21/2014 7:00:00 AM ET	Awarded	Submitted
TB11 - test	Consultant to Provide Web information Architecture Services	Invitation for Bid	02/13/2014	2/19/2014 8:08:51 AM ET	Cancelled	Submitted

Figure 58

My Awards: Displays bids on which you were awarded line items with the award total.

The screenshot shows the 'My Awards' tab selected, displaying a table of awarded bids. A message at the top states: 'If published by the buyer, associated documents including bid tabulations are available by clicking the 'Documents' button after clicking on an event below. Instructional guides for how to use the system are available at any time by clicking the 'Help' link at the top right.'

Bid Number	Bid Title	Bid Type	Award Date	Lines Awarded	Award Total
TB11 - test Addendum 1	Consultant to Provide Web information Architecture Services	Invitation for Bid	02/24/2014	1	\$25,000.00

Figure 59

Available Bid Opportunities

Log in to the system with your Username and password.

University at Buffalo
The State University of New York

Welcome to Univ at Buffalo eBids [Test]!

Need to register?
Supplier Registration

User Name:
Password: Sign In

Forgot your User Name/Password?

University at Buffalo
Current Bid Opportunities
Active Contracts

Awarded Bid Information
Closed Bid Opportunities
Inactive Contracts

Version 7.3 [Preview]

This system has the following [Browser Requirements](#).

Your use of this website indicates your agreement with the [Terms of Use](#).

Powered by
ionWave
technologies Inc.

Figure 60

Available Bids tab: Bids are divided into **My Invitations** and **Other Bid Opportunities**.

My Invitations – This area will have bids that you have been selected by the buyer to view.

Other Bid Opportunities – this area has bids that are available to you based on the commodities chosen upon registration.

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS39123451

Bid Events | My Profile

Available Bids | Closed Bids | My Responses | My Awards

Welcome to Univ at Buffalo eBids [Test]!
To view or respond to a current bid event, click on the Bid Number below. To access information about closed events, click the 'Closed Bids' tab.
To view a four page quick reference guide on how to respond to a bid, [click here](#).

My Invitations

Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Time Left	Response Status
TB7-4 Addendum 1	TB7-4	Invitation for Bid	04/25/2014	5/25/2014 1:00:00 PM AT	17 Days	Submitted

Items 1-1 shown of 1

Other Bid Opportunities

Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Time Left	Response Status
IWT-2014-04/11	Athletic Supplies - Award by Supplier	Sealed On-Line with manual supplier selection	04/09/2014	5/8/2014 2:00:00 PM AT	1 Day	No Response
IWT-2014-04/11	Athletic Supplies - Import Bid Worksheet	Sealed On-Line with manual supplier selection	04/09/2014	5/8/2014 2:00:00 PM AT	1 Day	No Response
IWT-2014-04/11	Athletic Supplies - Auto Award	Sealed On-Line with manual supplier selection	04/09/2014	5/8/2014 2:00:00 PM AT	1 Day	No Response
IWT-2014-04/11	Athletic Supplies - Combination	Sealed On-Line with manual supplier selection	04/09/2014	5/8/2014 2:00:00 PM AT	1 Day	No Response

Items 1-4 shown of 4

Figure 61

To view a bid that you are interested in, double click on the number in blue.

Univ at Buffalo eBids [Test] - Windows Internet Explorer
 https://ubebidtest.ionwave.net/Desktop.aspx?bid=46

University at Buffalo
 The State University of New York

Help | Log Off
 Welcome TS3912345!

Bid Events My Profile

Available Bids Closed Bids My Responses My Awards

Welcome to Univ at Buffalo eBids [Test]!
 To view or respond to a current bid event, click on the Bid Number below. To access information about closed events, click the 'Closed Bids' tab.
 To view a four page quick reference guide on how to respond to a bid, [click here](#).

My Invitations

Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Time Left	Response Status
TB7-4	TB7-4	Invitation for Bid	04/25/2014	5/25/2014 1:00:00 PM AT	17 Days	Submitted

Items 1-1 shown of 1

Other Bid Opportunities

Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Time Left	Response Status
IWT-2014-04/11 (2)	Athletic Supplies - Award by Supplier	Sealed On-Line with manual supplier selection	04/09/2014	5/8/2014 2:00:00 PM AT	1 Day	No Response
IWT-2014-04/11 (3)	Athletic Supplies - Import Bid Worksheet	Sealed On-Line with manual supplier selection	04/09/2014	5/8/2014 2:00:00 PM AT	1 Day	No Response
IWT-2014-04/11 (4)	Athletic Supplies - Auto Award	Sealed On-Line with manual supplier selection	04/09/2014	5/8/2014 2:00:00 PM AT	1 Day	No Response
IWT-2014-04/11 (5)	Athletic Supplies - Combination	Sealed On-Line with manual supplier selection	04/09/2014	5/8/2014 2:00:00 PM AT	1 Day	No Response

Items 1-4 shown of 4

Internet | Protected Mode: On

Figure 62

You will see various tabs which have the information pertinent to that bid. Descriptions of the tabs are shown below.

University at Buffalo
 The State University of New York

Help | Log Off
 Welcome TS6212345!

Bid Events My Profile

Edit Bid Response - Test Bid - bf45

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

Bid Number Test Bid - bf45 (Test Bid - bf45)
Close Date & Time 3/18/2014 12:00:00 PM Eastern
Time Left 10 days 20 hours 2 minutes 48 seconds
Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

[Event Details](#) [Activities](#) [Attachments](#) [Attributes](#) [Line Items](#) [Response Attachments](#) [Response Submission](#)

Bid Information

Bid Type	Invitation for Bid
Issue Date & Time	2/19/2014 3:22:43 PM Eastern
Close Date & Time	3/18/2014 12:00:00 PM Eastern
Bid Status	Issued
Bid Notes	Bids subject to the terms, conditions and specifications herein.....

Ship to Information
 No Ship to Information

Bid Contact Information

Workgroup	University at Buffalo
Contact Name	Barb Fecio Staff Assistant
Address	224 Crofts Hall Buffalo, NY 14260 USA
Contact Email	bafecio@buffalo.edu

Bill to Information

Workgroup	University at Buffalo
Address	206 Crofts Hall Buffalo, NY 14260 USA

Internet | Protected Mode: On

Figure 63

Event Details: This tab is informational and includes:

- Bid type
- Issue Date and Time
- Closing Date and Time
- Bid Notes – this is a general description of the goods or services that the bid is for
- Bid Contact Information – this is the Purchasing Agent issuing the bid
- Ship to Information – if applicable
- Bill to Information

Activities: This will show any mandatory and non-mandatory activities such as pre-bid meetings, walk-thru's, conference calls, presentations, etc.

Attachments: Bid attachments are included by the buyer for a number of reasons which include but are not limited to the following:

- Informational purposes
- To provide the supplier with necessary forms to complete and submit with the bid.

Attributes: This tab is used by the buyer to provide information to the bidder as well as request information from the bidder. This may include informational notes, questions to be answered, verification of items necessary for the bid, etc.

Lines Items: This tab has the specific products/services that you will be bidding on. Pricing is filled out on this page.

Response Attachments: This is the tab to upload any documents requested by the buyer that were downloaded from the Attachments tab.

Response Submission: This is used to error check your bid before submitting as well as to digitally sign the bid.

Responding to Bid Opportunities

Follow the instructions to viewing the Available Bid Opportunities. Once you have chosen the bid that you are interested in responding to, follow the instructions below for both electronic and manual submission. **Electronic submission is the preferred method of bid submission.** Bids can also be printed out and submitted manually. Manually submitted bids must be received at the Purchasing office by the closing date and time shown on the bid. Instructions for each type of response are shown below.

Please note: Only designated personnel should submit bid responses in order to avoid duplicate submissions.

The top **Menu Bar** on the Edit Bid Response screen gives the you options as they progress through the Bid response process. Options include: Return, No Bid, Documents, Response History, Bid History and Error Check Response. Descriptions of each option is given below.

Please note: The Response status on each of the tabs will show as “Not Submitted-to complete your reponse, you must click ‘Submit Response’ in the Response Submission tab”.

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS62123451

Bid Events | My Profile

Edit Bid Response - Test Bid - bf45

Return | No Bid | Documents | Response History | Bid History | Error Check Response

Bid Number: Test Bid - bf45 (Test Bid - bf45)

Close Date & Time: 3/18/2014 12:00:00 PM Eastern

Time Left: 7 days 22 hours 10 minutes 30 seconds

Response Status: NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details | Activities | Attachments | Attributes | Line Items | Response Attachments | Response Submission

Bid Information

Bid Type: Invitation for Bid

Issue Date & Time: 2/19/2014 3:22:43 PM Eastern

Close Date & Time: 3/18/2014 12:00:00 PM Eastern

Bid Status: Issued

Bid Notes: Bids subject to the terms, conditions and specifications herein.....

Bid Contact Information

Workgroup: University at Buffalo

Contact Name: Barb Fecio Staff Assistant

Address: 224 Crofts Hall
Buffalo, NY 14260 USA

Contact Email: bafecio@buffalo.edu

Ship to Information

No Ship to Information

Internet | Protected Mode: On | 150%

Figure 64

Return: From the “Event Details” screen, it takes you back to the Available Bids Page. It has taken you out of the individual Bid just opened. (Note: To get back to the Bid, click on the Bid number) On subsequent tabs, Return will take you to the previous page.

No Bid: If after looking at all the information on the bid, you decide not to pursue this opportunity, click “No Bid”. This will notify the Buyer of your intent.

Documents: This link contains documents that can be downloaded:

- Bid document - with blanks to be filled in by the Supplier. This will be used for the submission of hardcopy bids.
- Supplier Response Document – Bid with all information completed by the supplier. Copy can be printed by going to the “My Responses” tab, clicking on the bid number and clicking on the Documents button.

- **Supplier Award Document** – this document is available once the bid has been awarded. If you have not been awarded the bid, the award amount will be zero.

Response History: This link will show you any response activity that you have done on the bid.

Bid History: This link will show any activity on the bid from creation to award.

Error Check Response: Use this link to check the entire bid. If there is missing information for any required items, you will receive an error message with the tab that needs to be completed.

Electronic Submissions

Tabs

Event Details tab: Review all the bid information. The bid notes will include the basic information about the bid. More detailed information will be on other tabs.

The screenshot shows a web application for the University at Buffalo. The header includes the university logo and name, along with a 'Help | Log Off' link and a welcome message 'Welcome TS6212345!'. The main navigation bar has tabs for 'Bid Events' and 'My Profile'. The current page is titled 'Edit Bid Response - Test Bid - bf45'. Below the title are several links: 'Return', 'No Bid', 'Documents', 'Response History', 'Bid History', and 'Error Check Response'. The page displays bid details: 'Bid Number' is 'Test Bid - bf45 (Test Bid - bf45)', 'Close Date & Time' is '3/18/2014 12:00:00 PM Eastern', 'Time Left' is '7 days 22 hours 10 minutes 30 seconds', and 'Response Status' is 'NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.' Below this is a tabbed interface with 'Event Details' selected. The 'Event Details' tab shows 'Bid Information' and 'Bid Contact Information'. 'Bid Information' includes 'Bid Type' (Invitation for Bid), 'Issue Date & Time' (2/19/2014 3:22:43 PM Eastern), 'Close Date & Time' (3/18/2014 12:00:00 PM Eastern), 'Bid Status' (Issued), and 'Bid Notes' (Bids subject to the terms, conditions and specifications herein.....). 'Bid Contact Information' includes 'Workgroup' (University at Buffalo), 'Contact Name' (Barb Fecio Staff Assistant), 'Address' (224 Crofts Hall, Buffalo, NY 14260 USA), and 'Contact Email' (bafecio@buffalo.edu). Below this is a 'Ship to Information' section with 'No Ship to Information' and a 'Bill to Information' section with 'Workgroup' (University at Buffalo), 'Address' (206 Crofts Hall, Buffalo, NY 14260 USA). The footer shows 'Internet | Protected Mode: On' and a zoom level of '150%'.

Figure 65

Activities Tab: Review all items, if any, as activities may be mandatory or non-mandatory and may need responses within a specified time period. (See Figure 66 below)

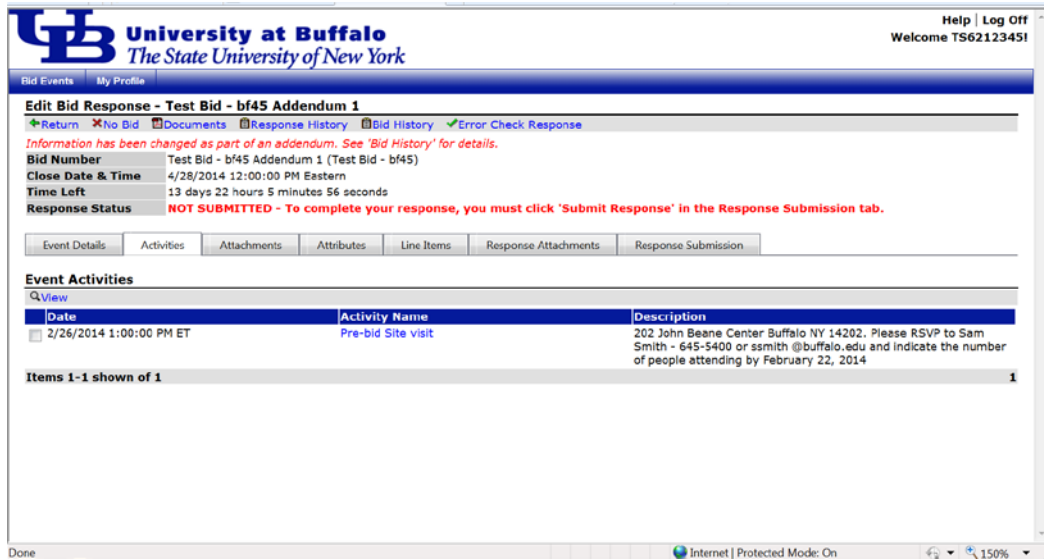


Figure 66

Attachments Tab: These are items that should be downloaded to be read and/or completed. When you have completed the forms, save them on your computer as they will need to be uploaded to the Response Attachments Tab.

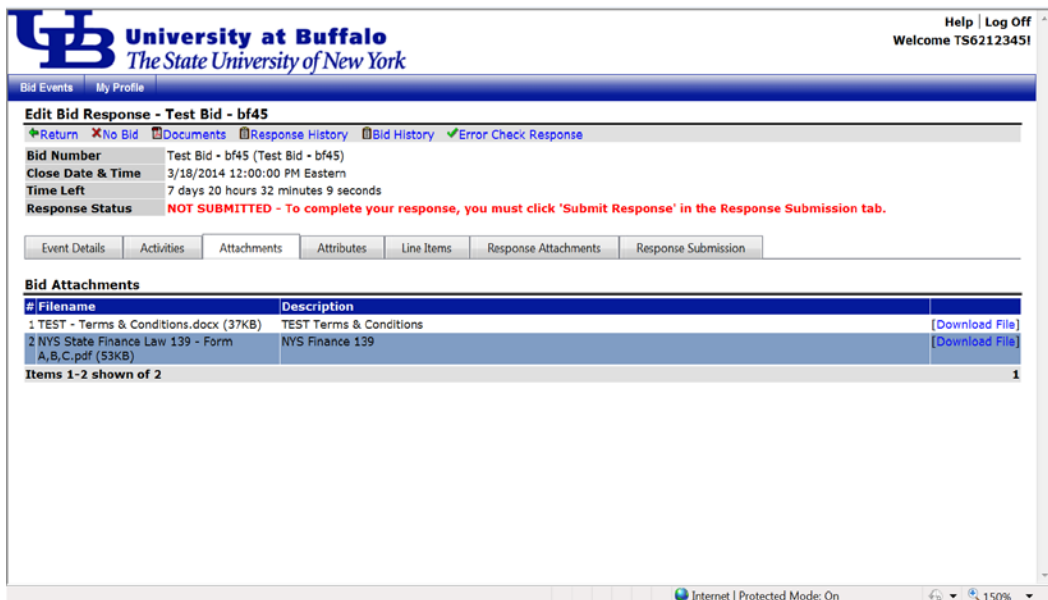


Figure 67

Attributes Tab: This tab is used by the buyer to provide information to the bidder as well as request information from the bidder. This may include informational notes, questions to be answered, verification of items necessary for the bid, etc. There are various ways that you may need to supply the information requested, such as checking a box, selecting from a drop down menu, filling in blanks, etc. We suggest running the “Error Check” on this page to verify that all information requested has been provided.

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS62123451

Bid Events | My Profile

Edit Bid Response - TB601-70

Return No Bid Documents Response History Bid History Error Check Response

Bid Number: TB601-70 (Refuse Truck)
Close Date & Time: 4/21/2014 12:00:00 PM Eastern
Time Left: 6 days 21 hours 56 minutes 14 seconds
Response Status: NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details | Activities | Attachments | Attributes | Line Items | Response Attachments | Response Submission

Bid Attributes

Save Error Check

Attribute

1 Terms & Conditions Acknowledgement
To acknowledge that the supplier has read the terms & conditions

2 NY State Form
Have you submitted the required NYS form?

3 Specifications Acknowledgement
I have read the specifications for this bid

Items 1-3 shown of 3

Figure 68

Line Items Tab: This will show a list of the items that are being bid on and quantity needed.

Edit Bid Response - IWT-2014-04/11 (3)

Return No Bid Documents Response History Bid History Error Check Response

Bid Number: IWT-2014-04/11 (3) (Athletic Supplies - Import Bid Worksheet)
Close Date & Time: 5/8/2014 1:00:00 PM Eastern
Time Left: 23 days 22 hours 42 minutes 13 seconds
Response Status: NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details | Attributes | Line Items | Response Attachments | Response Submission

Bid Line Items

Save Go to Line No Bid Lines Error Check

#	Specification	Qty	UOM	Response	Extended
1	Helmet, Riddell, VSR-4, color 2739 (white - metallic), white front, back, jaw pads face mask color 8901 black, black hard shell chin strap with black straps Sizes: 1 - Sm. (Z-2EG), 2 - Sm. (Z-2BD), 7 - Med. (Z-2BDU), 8 - Med. (Z-2BD), 8 - Med. (Z-LTDU), 5 - Lg. (Z-2EG), 5 - Lg. (Z-2BDU), 4 - Lg. (Z-LTDU), 5 - Lg. (Z-2BD), 5 - XL (Z-2BD-XL)	50	EA		
2	Helmet, Schutt Advantage, color 02 white, face mask color 06 black, black hard shell chin strap with black straps Sizes: 3 - Sm. EGOP (520500XX) 3 - Med. EGOP-11 (520700XX) 4 - Med. ROPO-UB-DW (523112XX)	10	EA		
3	Helmet, Riddell Revolution, color 2739 (white-metallic), white front, back, jaw pads, face mask color 8901 black, black hard shell chin strap with black straps Sizes: 2 - Sm. G2BN-447932 - Sm. G2BDR-44789 22 - Med. G2EG-R-44757 22 - Med. G2BD-R-44758 18 - Med. G2BDUC-R-44912 18 - Med. G2BDC-R-44910 20 - Lg. GBD-R-44758 14 - Lg. G2EG-R-44757 14 - Lg. G2BDUC-R-44912 14 - Lg. G2BDC-R-44910 4 - XL G2BDC-R-44911	150	EA		
4	Helmet, Adams A-4 color white (pearl/metallic), facemask color black, black hard shell chin strap with black straps; Sizes: 3 - Med. FBPM-AEGOP; 2 - Med. FBPM-ROPO; 3 - Lg. FBPM-ROPO-D; 2 - Lg. FBPM-AEGOP	10	EA		
5	Face Mask, Riddell: 5 REVO-G2BD-R-44758 black; 5 REVO-G3BD-44975 black	10	EA		

Figure 69

Fill in the pricing of each individual line item.

If you do not wish to bid on a particular line item, click on “No Bid”.

The extended price for each item will not show on the screen until you click on “Save”. See Figure 70 below.

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS62123451

Edit Bid Response - IWT-2014-04/11 (3)

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

Bid Number IWT-2014-04/11 (3) (Athletic Supplies - Import Bid Worksheet)
Close Date & Time 5/8/2014 1:00:00 PM Eastern
Time Left 23 days 22 hours 32 minutes 7 seconds
Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details | Attributes | Line Items | Response Attachments | Response Submission

Bid Line Items

[Save](#) [Go to Line](#) [No Bid Lines](#) [Error Check](#)

#	Specification	Qty	UOM	Response	Extended
1	Helmet, Riddell, VSR-4, color 2739 (white - metallic), white front, back, jaw pads face mask color 8901 black, black hard shell chin strap with black straps Sizes: 1 - Sm. (Z-2EG), 2 - Sm. (Z-2BD), 7 - Med. (Z-2BDU), 8 - Med. (Z-2BD), 5 - Lg. (Z-2EG), 5 - Lg. (Z-2BDU), 4 - Lg. (Z-LTDU), 5 - Lg. (Z-2BD), 5 - XL (Z-2BD-XL)	50	EA	125.00	
				Add Alternate No Bid	
				Add Notes	
2	Helmet, Schutt Advantage, color 02 white, face mask color 06 black, black hard shell chin strap with black straps Sizes: 3 - Sm. EGOP (520500XX) 3 - Med. EGOP-11 (520700XX) 4 - Med. ROPO-UB-DW (523112XX)	10	EA	135.00	
				Add Alternate No Bid	
				Add Notes	
3	Helmet, Riddell Revolution, color 2739 (white-metallic), white front, back, jaw pads, face mask color 8901 black, black hard shell chin strap with black straps Sizes: 2 - Sm. G2BN-447932 - Sm. G2BDR-44789 22 - Med. G2EG-R-44757 22 - Med. G2BD-R-44758 18 - Med. G2BDUC-R-44912 18 - Med. G2BDC-R-44910 20 - Lg. GBD-R-44758 14 - Lg. G2EG-R-44757 14 - Lg. G2BDUC-R-44912 14 - Lg. G2BDC-R-44910 4 - XL G2BDC-R-44911	150	EA	175.00	
				Add Alternate No Bid	
				Add Notes	

Figure 70

Some bids may allow you to offer Alternates. If so, and you want to provide a less expensive, comparable product, you would click on the “Add Alternate” under the price response. This will bring up a box for you to complete the description, manufacturer name, manufacturer number and price. (See Figure 71 below)

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS62123451

Edit Bid Response - IWT-2014-04/11 (3)

[Return](#) [No Bid](#) [Documents](#) [Response History](#) [Bid History](#) [Error Check Response](#)

Bid Number IWT-2014-04/11 (3) (Athletic Supplies - Import Bid Worksheet)
Close Date & Time 5/8/2014 1:00:00 PM Eastern
Time Left 23 days 22 hours 2 seconds
Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details | Attributes | Line Items | Response Attachments | Response Submission

Bid Line Items

[Save](#) [Go to Line](#) [No Bid Lines](#) [Error Check](#)

#	Specification	Qty	UOM	Response	Extended
1	Helmet, Riddell, VSR-4, color 2739 (white - metallic), white front, back, jaw pads face mask color 8901 black, black hard shell chin strap with black straps Sizes: 1 - Sm. (Z-2EG), 2 - Sm. (Z-2BD), 7 - Med. (Z-2BDU), 8 - Med. (Z-2BD), 5 - Lg. (Z-2EG), 5 - Lg. (Z-2BDU), 4 - Lg. (Z-LTDU), 5 - Lg. (Z-2BD), 5 - XL (Z-2BD-XL)	50	EA	125.00	\$6,250.00
				Add Alternate No Bid	
				Add Notes	
1	Helmet, Nike, VCR-5 color 212 (white-metallic), white front, back, jaw pads face mask color 211 black,	50	EA	100.00	
				Delete Alt 1	
	Alt 1 Alt Manufacturer: Nike Alt Manufacturer #: VCR-4				
2	Helmet, Schutt Advantage, color 02 white, face mask color 06 black, black hard shell chin strap with black straps Sizes: 3 - Sm. EGOP (520500XX) 3 - Med. EGOP-11 (520700XX) 4 - Med. ROPO-UB-DW (523112XX)	10	EA	135.00	\$1,350.00
				Add Alternate No Bid	
				Add Notes	
3	Helmet, Riddell Revolution, color 2739 (white-metallic), white front, back, jaw pads, face mask color 8901 black, black hard shell chin strap with black straps Sizes: 2 - Sm. G2BN-447932 - Sm. G2BDR-44789 22 - Med. G2EG-R-44757 22 - Med. G2BD-R-44758 18 - Med. G2BDUC-R-44912 18 - Med. G2BDC-R-44910 20 - Lg. GBD-R-44758 14 - Lg. G2EG-R-44757 14 - Lg. G2BDUC-R-44912 14 - Lg. G2BDC-R-44910 4 - XL G2BDC-R-44911	150	EA	175.00	\$26,250.00
				Add Alternate No Bid	
				Add Notes	

Figure 71

Response Attachments Tab: This tab has two separate areas: Requested Attachment list and Other Response Attachments. See Figure 72 below.

The **Requested Attachment List** contains the forms that are being requested from you by the Buyer. The requests can be optional or mandatory. If a request is mandatory, and you fail to attach the required document, you will receive an error and will be unable to submit your Bid Response.

You may also attach documents that have not been requested by the Buyer. You would do so in the [Other Response Attachments](#) Section if available.

The screenshot shows the 'University at Buffalo' bid management interface. The top navigation bar includes 'Home', 'Bids', 'Contracts', 'Suppliers', and 'Admin'. The user is logged in as 'bafecio1' with the workgroup 'University at Buffalo'. The main section is titled 'Bid Edit - Barb-test' and includes fields for 'Bid Number', 'Close Date & Time', and 'Bid Duration'. Below these are tabs for 'Event Details', 'Invitations (7)', 'Activities (2)', 'Attachments (9)', 'Attributes (14)', 'Line Items (4)', 'Response Attachments (4)', and 'Notes'. The 'Requested Attachment List' section shows a table with columns for attachment details and a 'Required' status. The 'Other Response Attachments Setting' section indicates that suppliers can add other attachments to their response.

#	Specified Attachment	Required
1	Non-Collusion Form This form must be signed and returned.	Yes
2	W-9 Form Fill out completely and sign.	Yes
3	State Finance Law 139 Complete and sign.	Yes
4	NYS 220 Contractors Complete and sign.	Yes

Items 1-4 shown of 4

Other Response Attachments Setting
 Allowed - Suppliers can add other attachments to their response
 To change this setting, please review the "Other Response Attachments" setting in [Event Settings](#) in the "Event Details" tab.

Figure 72

To upload a document in the Requested Attachments area, click on "Upload".

The screenshot shows the 'University at Buffalo' bid management interface. The top navigation bar includes 'Bid Events', 'My Profile', and 'Help | Log Off'. The user is logged in as 'TS39123451' with the workgroup 'TS39'. The main section is titled 'Edit Bid Response - Barb-test' and includes fields for 'Bid Number', 'Close Date & Time', 'Time Left', and 'Response Status'. Below these are tabs for 'Event Details', 'Activities', 'Attachments', 'Attributes', 'Line Items', 'Response Attachments', and 'Response Submission'. The 'Requested Attachments' section shows a table with columns for attachment details and an 'Upload' button. The 'Upload' buttons are highlighted with red circles.

#	Requested Attachments	Upload
1	* Non-Collusion Form This form must be signed and returned.	Click "Upload" to select file
2	* W-9 Form Fill out completely and sign.	Click "Upload" to select file
3	* State Finance Law 139 Complete and sign.	Click "Upload" to select file
4	* NYS 220 Contractors Complete and sign.	

Figure 73

Click on "Select File".

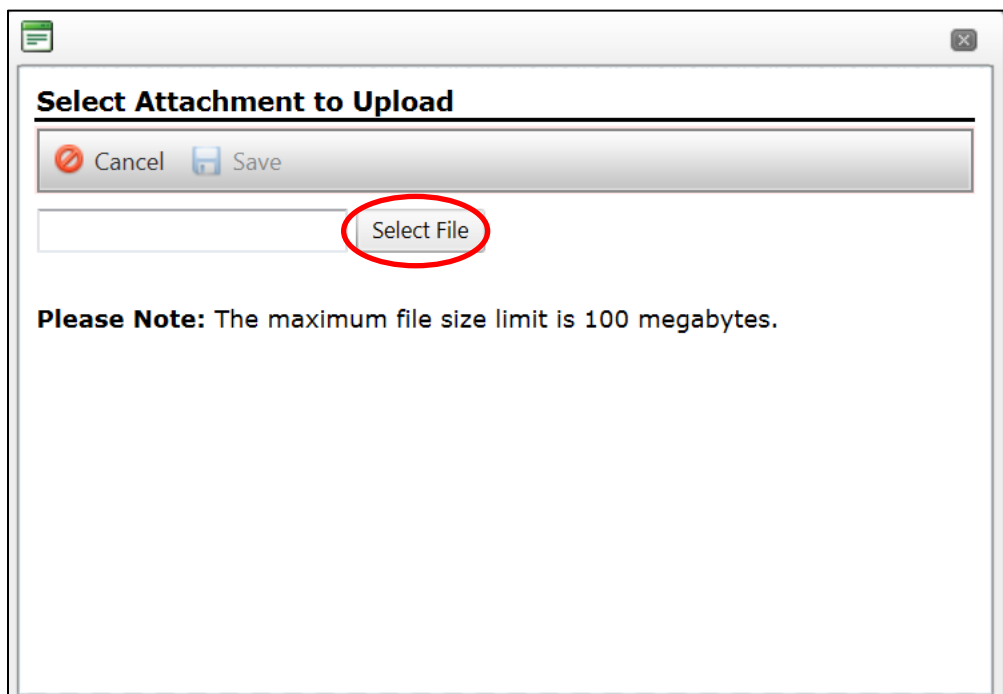


Figure 74

Find the completed form where you saved it on your computer and click "Open".

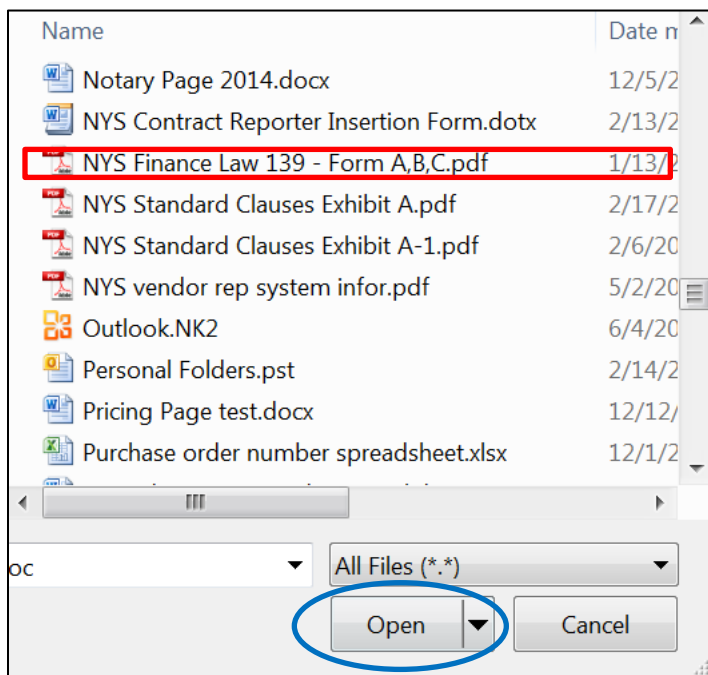


Figure 75

Verify that you have pulled in the correct file and click “Save”.

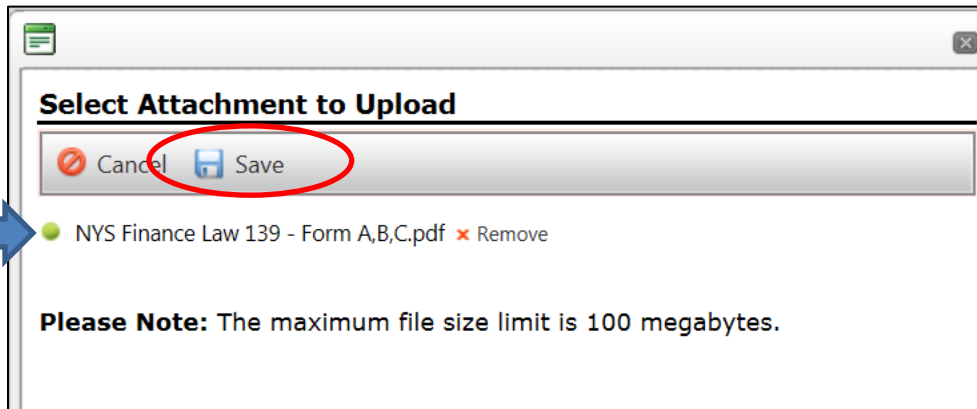


Figure 76

You can see that the file has uploaded and is available to be downloaded by the buyer. Continue uploading all necessary forms. Mandatory forms will have an asterisk in front of them. Use the “Delete” button to remove a form if necessary.

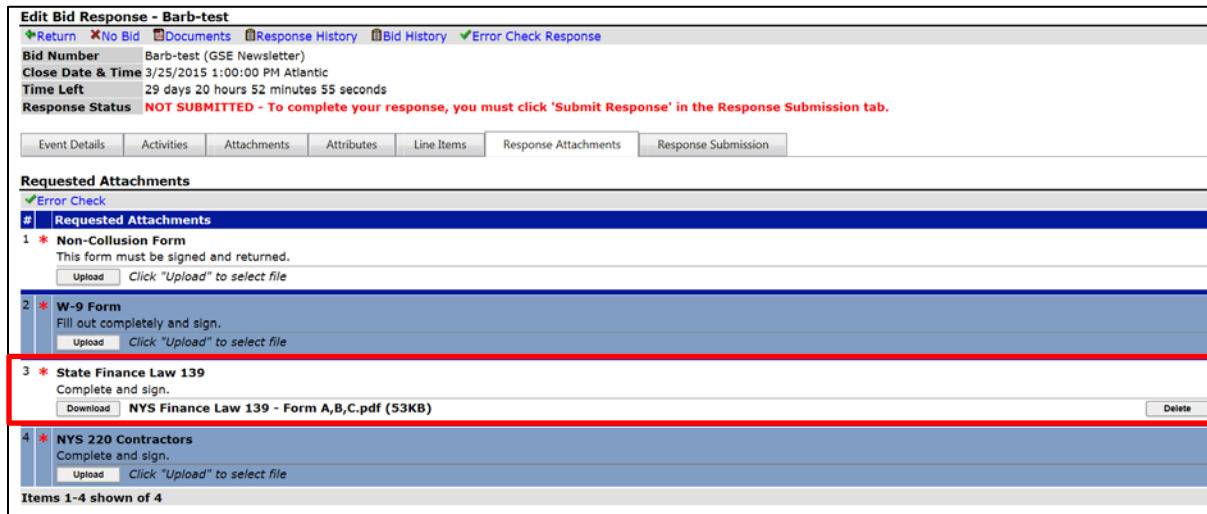


Figure 77

To upload an attachment to the Other Response Attachments section, click on **"New"**.

Bid Number Barb-test (GSE Newsletter)
Close Date & Time 3/25/2015 1:00:00 PM Atlantic
Time Left 29 days 20 hours 44 minutes 57 seconds
Response Status **NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.**

Event Details Activities Attachments Attributes Line Items Response Attachments Response Submission

Requested Attachments

✓ Error Check

#	Requested Attachments
1 *	Non-Collusion Form This form must be signed and returned. <input type="button" value="Upload"/> Click "Upload" to select file
2 *	W-9 Form Fill out completely and sign. <input type="button" value="Upload"/> Click "Upload" to select file
3 *	State Finance Law 139 Complete and sign. <input type="button" value="Download"/> NYS Finance Law 139 - Form A,B,C.pdf (53KB) <input type="button" value="Delete"/>
4 *	NYS 220 Contractors Complete and sign. <input type="button" value="Upload"/> Click "Upload" to select file

Items 1-4 shown of 4

Other Response Attachments

[New](#)
No Other Response Attachments

Figure 78

Type the description of the document you are attaching.

Click on **"Select File"**.

Cancel Save

Select Attachment to Upload

Description:

Please Note: The maximum file size limit is 100 megabytes.

Figure 79

Find the file to be uploaded. Click "Open".

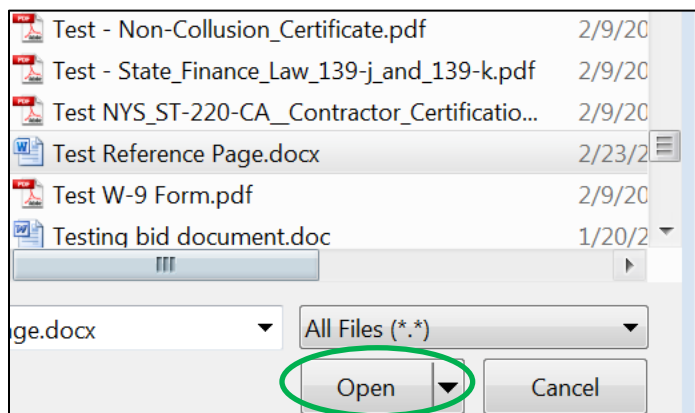


Figure 80

Verify you have the correct file and click "Save".

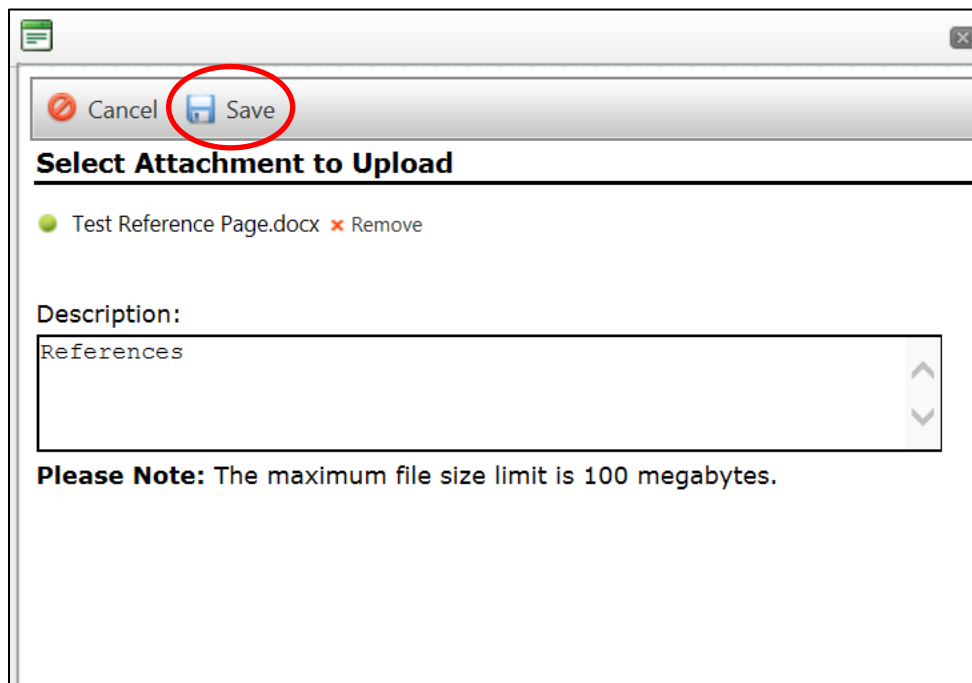


Figure 81

The file is saved. See Figure 82 below. Each attachment must be attached separately.

To delete an attachment, click "Delete". The attachment will be removed from the list.

Time Left: 23 days 20 hours 31 minutes 30 seconds

Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details | Activities | Attachments | Attributes | Line Items | Response Attachments | Response Submission

Requested Attachments

✓ Error Check

Requested Attachments

1 * **Non-Collusion Form**
This form must be signed and returned.
Upload Click "Upload" to select file

2 * **W-9 Form**
Fill out completely and sign.
Upload Click "Upload" to select file

3 * **State Finance Law 139**
Complete and sign.
Download NYS Finance Law 139 - Form A,B,C.pdf (53KB) Delete

4 * **NYS 220 Contractors**
Complete and sign.
Upload Click "Upload" to select file

Items 1-4 shown of 4

Other Response Attachments

* New

#	File Name	Description	
1	Download Test Reference Page.docx (12KB)	References	Delete

Items 1-1 shown of 1

Figure 82

Response Submission Tab: This is the final tab for the bid.

The Supplier Profile and User Profile information are populated based on your login information.

At this time, you may want to run the “Error Check Response” at the top of the page to make sure all required information has been completed.

Type your full name and email address under the Digital Signature area.

Click “Submit Response”.

UB University at Buffalo The State University of New York

Help | Log Off
Welcome TS62123451

Bid Events | My Profile

Edit Bid Response - Test Bid - bf45 Addendum 1

Return No Bid Documents Response History Bid History **Error Check Response**

Information has been changed as part of an addendum. See 'Bid History' for details.

Bid Number Test Bid - bf45 Addendum 1 (Test Bid - bf45)
Close Date & Time 4/28/2014 12:00:00 PM Eastern
Time Left 13 days 4 minutes 38 seconds
Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details | Activities | Attachments | Attributes | Line Items | Response Attachments | Response Submission

Supplier Response Summary

Save ✓ Error Check

When you have completed your response, click the 'Submit Response' button below.

Your Supplier Profile

Update your Information

Supplier Name	TS62
Address	123 James Street Amherst, NY 14228
Contact Name	Barb Fecio
Phone	1 (716) 645 4513
Fax	1 (716) 645 2667
Email	

Your User Profile

Update your Information

Name	Barb Fecio
Title	
Phone	1
Fax	1
Email	bafecio@buffalo.edu

Supplier Note to Buyer

Supplier Notes

Done

Internet | Protected Mode: On

Figure 83

Figure 84

You will be requested to confirm your response .

Figure 85

Under Response Status, you will see a notation that the response has been submitted.

Figure 86

You will also receive an email confirmation of the submission.

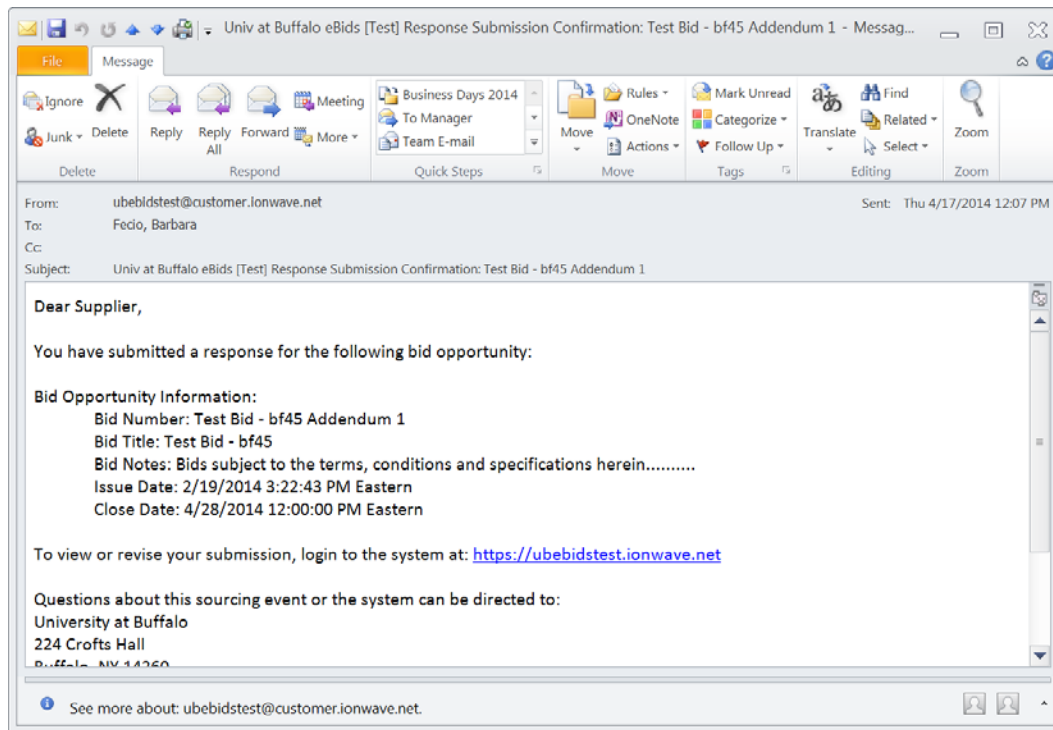


Figure 87

You can now print a copy of your submission by going to the "My Responses" tab, click on the bid number, and click on the Documents button.

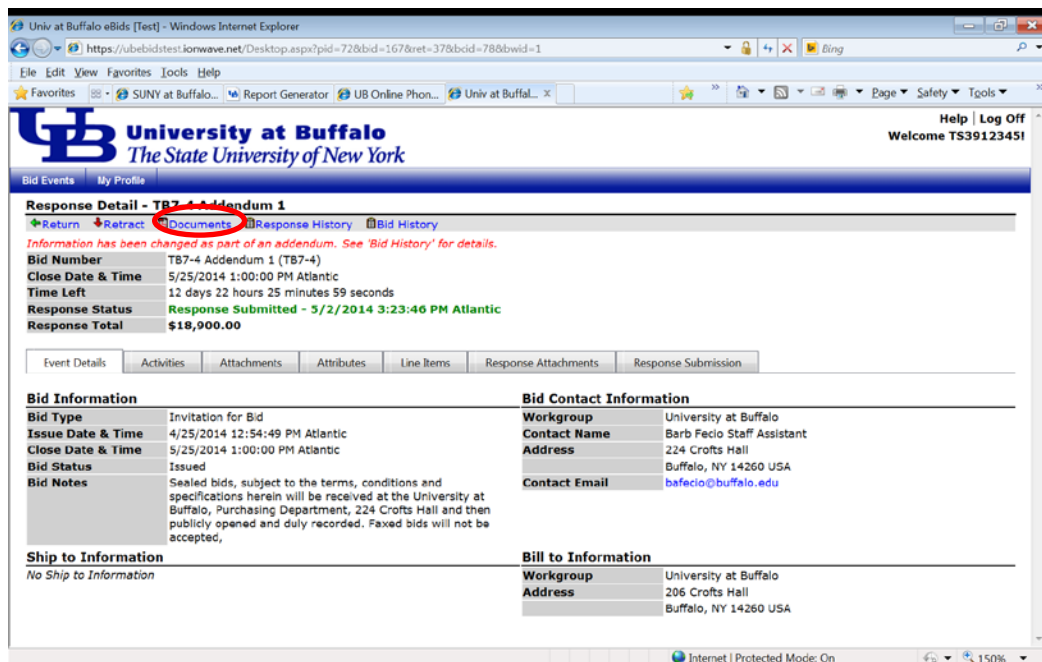


Figure 88

Click on Download before the “Supplier Response Document”.

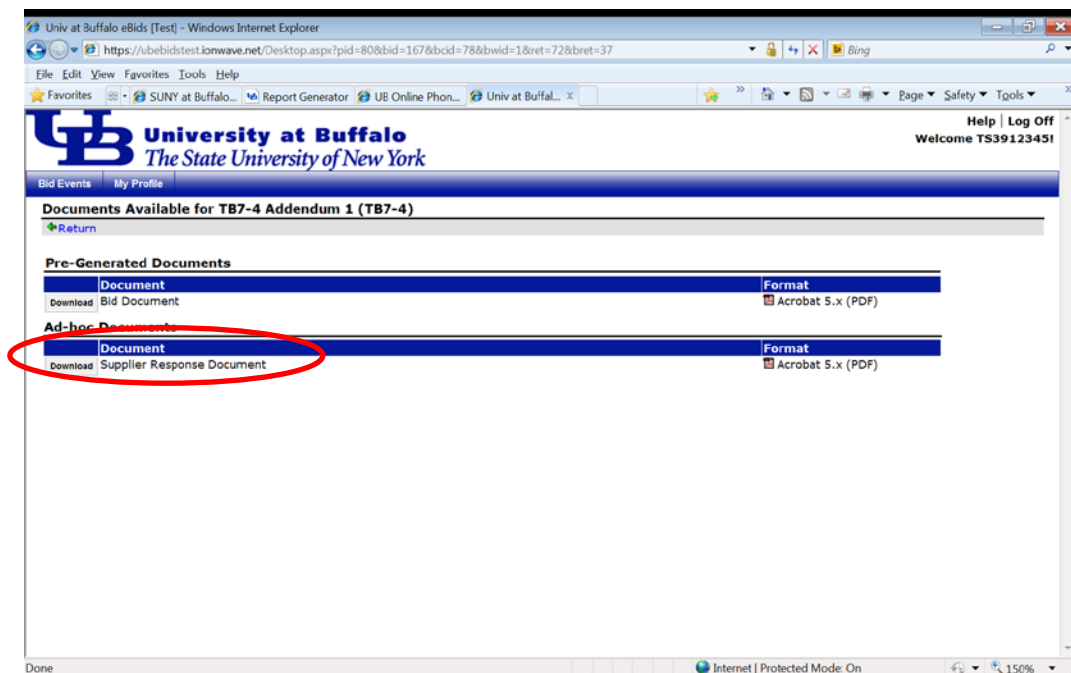


Figure 89

Click on [View Document](#).

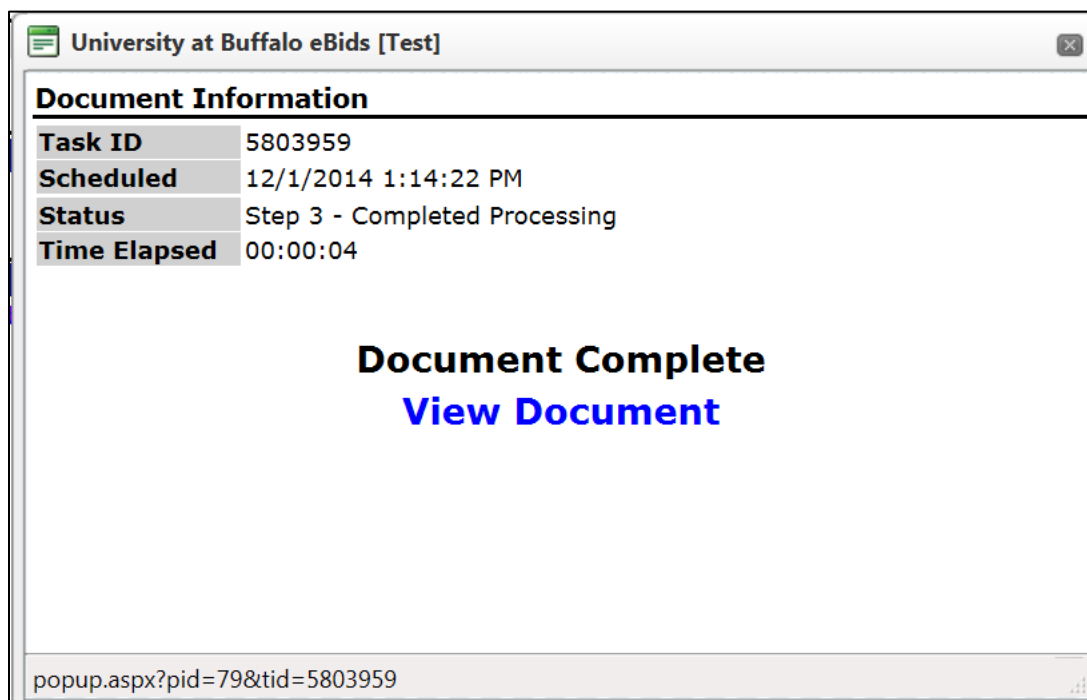


Figure 90

The bid you have submitted can now be printed for your records.

University at Buffalo (University at Buffalo) Supplier Response			
Bid Information		Contact Information	
Bid Creator	Barb Fecio Staff Assistant	Address	224 Crofts Hall
Email	bafecio@buffalo.edu	Contact	Barb Fecio Staff Assistant
Phone		Department	Building
Fax		Floor/Room	Telephone
		Fax	Email
Bid Number	TB7-4 Addendum 1		
Title	TB7-4		
Bid Type	Invitation for Bid		
Issue Date	04/25/2014		
Close Date	5/25/2014 12:00:00 PM ET		
Need by Date			
Supplier Information			
Company	TS39		
Address	224 Crofts Hall		
Contact	Barbara Fecio		
Department			
Building			
Floor/Room			
Telephone	1 (716) 645 4513		
Fax	1 (716) 645 2607		
Email	bafecio@buffalo.edu		
Submitted	5/2/2014 2:24:17 PM ET		
Total	\$18,900.00		
Signature	bafecio	Email	bafecio@buffalo.edu
Supplier Notes			
Bid Notes			
Sealed bids, subject to the terms, conditions and specifications herein will be received at the University at Buffalo, Purchasing Department, 224 Crofts Hall and then publicly opened and duly recorded. Faxed bids will not be accepted.			
Bid Activities			
Date	Name	Description	
2/26/2014 1:00:00 PM	Mandatory Pre-Bid Site Visit Required	10 Fiskinger Court off Chestnut Ridge Road - We will tour apartments after the meeting. RSVP to _____ at 710-045-0000 or _____@buffalo.edu and indicate the number of people attending by Feb 24, 2014.	
Bid Messages			
TB7-4 Addendum 1 - Page 1 of 4			

Please review the following and respond where necessary		
#	Name	Response
1	Additional Forms	Additional forms to be completed have been added to the Attachments section. These forms must be completed and uploaded to the Response tab on your response. (No Response Required)
2	Facility Location	Where is your company located? Buffalo
3	Qualifications	The contractor must be an established firm with at least five(5) years experience in cleaning multi-unit properties. Three (3) recent customer references must be provided including names, addresses and phone numbers of contacts. asofxj@ts
4	Sub-Contractors	This work may not be subcontracted. (No Response Required)
5	How many painters will you have available each day?	25
6	After Hours Availability	What percentage of your employees can work other than normal business hours? 50
7	Employee Identification	Do your employees have company issued picture identification? Yes
8	Terms and Conditions	I have read and agree to the Terms and Conditions located as Attachment C I agree
9	Website Information	Please enter your web address. Include http:// or https:// as your prefix. afofda
10	Start Date	What is the earliest date that you will have personnel available in May? 05/08/2014
TB7-4 Addendum 1 - Page 2 of 4		

Figure 91

Line Items			
#	Qty	UOM	Description
1	90	EA	Painting of 1 bedroom
			Response: \$100.00
Item Notes:			
Supplier Notes:			
2	9	EA	Painting of 1 kitchen
			Response: \$100.00
Item Notes:			
Supplier Notes:			
3	27	EA	Painting of 1 living room
			Response: \$100.00
Item Notes:			
Supplier Notes:			
4	5	EA	Painting of 1 bathroom
			Response: \$100.00
Item Notes:			
Supplier Notes:			
5	1	EA	Halfway 1/1 Halfway 2
			Response: \$100.00
Item Notes: See Floor plans - attachment			
Supplier Notes:			
6	27	EA	Painting of Full 4 bedroom
			Response: \$100.00
Item Notes:			
Supplier Notes:			
7	1	PKG	Paint needed for painting of 2 bedroom apartment to include 2 bedrooms, 1 bathroom, 1 living room and 1 kitchen.
			Response: \$3,000.00
Manufacturer: Sherwin Williams			
Item Notes: must be top quality paint.			
Supplier Notes:			
Item Attributes: Please review the following and respond where necessary			
#	Name	Note	Response
1	Name of Paint	Please include the brand name of the paint to be used.	sherwin williams
TB7-4 Addendum 1 - Page 3 of 4			

Package Line Items			
#	Qty	UOM	Description
7.1	1	EA	Paint for kitchen and living room - Sandstorm beige
			Response: 1,000.00
Manufacturer: Sherwin Williams			
Supplier Notes:			
7.2	1	EA	Paint for bedrooms - Pale blue
			Response: 1,000.00
Manufacturer: Sherwin Williams			
Supplier Notes:			
7.3	1	EA	Paint for bathroom - Pale yellow
			Response: 1,000.00
Manufacturer: Sherwin Williams			
Supplier Notes:			
Response Total: \$18,900.00			
TB7-4 Addendum 1 - Page 4 of 4			

Figure 92

Manual Submissions

The preferred method of submission of bids is the electronic submission process but you may submit your bids manually.

Tabs

Event Details tab: Review all the bid information. The bid notes will include the basic information about the bid. More detailed information will be on other tabs.

University at Buffalo
The State University of New York

Bid Events | My Profile

Edit Bid Response - A1 Test bid

Return No Bid Documents Response History Bid History Error Check Response

Bid Number A1 Test bid (Gas cylinder)
Close Date & Time 1/12/2015 12:00:00 PM Eastern
Time Left 21 days 2 hours 6 minutes 22 seconds
Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details | Activities | Attachments | Attributes | Line Items | Response Attachments | Response Submission

Bid Information		Bid Contact Information	
Bid Type	Sealed On-Line with manual supplier selection	Workgroup	University at Buffalo
Issue Date & Time	12/12/2014 1:34:16 PM Eastern	Contact Name	Barbara Fecio
Close Date & Time	1/12/2015 12:00:00 PM Eastern	Address	224 Crofts Hall
Bid Status	Issued		Buffalo, NY 14260 USA
Bid Notes	Review of the instruction on how to create a bid.	Department	Procurement Services
		Building	Crofts Hall
		Floor/Room	24
		Contact Phone	1 (716) 645-4513
		Contact Fax	1 (716) 645-2687
		Contact Email	bafecio@buffalo.edu

Ship to Information		Bill to Information	
Workgroup	University at Buffalo	Workgroup	University at Buffalo
Address	3435 Main Street	Address	206 Crofts Hall
	Buffalo, NY 14214		Buffalo, NY 14260

Figure 93

Activities Tab: Review all items. Activities may be mandatory, non-mandatory and/or require responses within a specified time period. See Figure 94 below.

University at Buffalo
The State University of New York

Help | Log Off
Welcome samsmith!
Workgroup: Smith Gases

Bid Events | My Profile

Edit Bid Response - A1 Test bid

Return No Bid Documents Response History Bid History Error Check Response

Bid Number A1 Test bid (Gas cylinder)
Close Date & Time 1/12/2015 12:00:00 PM Eastern
Time Left 21 days 2 hours 5 minutes 20 seconds
Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details | Activities | Attachments | Attributes | Line Items | Response Attachments | Response Submission

Event Activities

View

Date	Activity Name	Description
<input type="checkbox"/> 5/16/2014 1:00:00 AM ET	Bid opening	Pictures, subject to the terms, conditions and specifications herein, will be received at the University at Buffalo, Purchasing Department, 224 Crofts Hall, Buffalo, NY 14260 and then publicly opened and duly recorded. Attendees must comply with the University's parking regulations which may be found at www.buffalo.edu/parking.

Items 1-1 shown of 1

Figure 94

Attachments Tab: Each attachment will need to be downloaded and printed. Please read and complete all information requested. All Documents will need to be sent with the manual submission. See Figure 95 below. Instructions on sending the documents are given at the end of this section.

The screenshot shows the 'University at Buffalo' logo and navigation links. The main heading is 'Edit Bid Response - A1 Test bid'. Below this are links: Return, No Bid, Documents, Response History, Bid History, and Error Check Response. The bid details include: Bid Number (A1 Test bid (Gas cylinder)), Close Date & Time (1/12/2015 12:00:00 PM Eastern), Time Left (21 days 2 hours 20 seconds), and Response Status (NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.). A tabbed interface shows 'Attachments' selected. The 'Bid Attachments' table lists five items for download:

#	File Name	Description
1	Exhibit A - Test.pdf (114KB)	Exhibit A
2	Exhibit A-1 Test.pdf (124KB)	Exhibit A-1
3	Ionwave Link Descriptions.docx (19KB)	test upload
4	Pricing Page test.docx (12KB)	Pricing page - test
5	Terms and Conditions (Database).doc (210KB)	Terms and conditions

Items 1-5 shown of 5

Figure 95

Attributes Tab: Print out the page and complete all information requested. If you need additional space for any requested information, use a separate sheet of paper and reference the attribute number. See Figure 96 below.

You can also complete all the information online and print out the completed page.

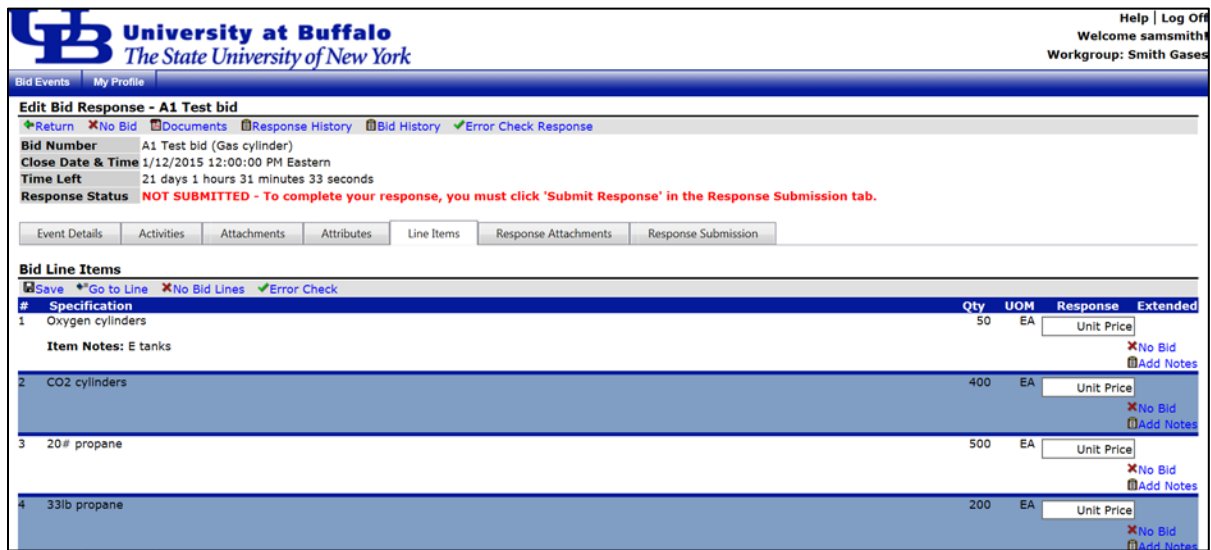
The screenshot shows the 'University at Buffalo' logo and navigation links. The main heading is 'Edit Bid Response - A1 Test bid'. Below this are links: Return, No Bid, Documents, Response History, Bid History, and Error Check Response. The bid details include: Bid Number (A1 Test bid (Gas cylinder)), Close Date & Time (1/12/2015 12:00:00 PM Eastern), Time Left (21 days 1 hours 56 minutes 28 seconds), and Response Status (NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.). A tabbed interface shows 'Attributes' selected. The 'Bid Attributes' section has a 'Save' button and an 'Error Check' link. The table below shows one attribute:

#	Attribute	Response
1	Terms and Conditions I have read and agree to all the Terms and conditions.	* <input type="checkbox"/> I agree

Items 1-1 shown of 1

Figure 96

Line Items Tab: Print out page.



University at Buffalo
The State University of New York

Help | Log Off
Welcome samsmith
Workgroup: Smith Gases

Bid Events | My Profile

Edit Bid Response - A1 Test bid

Return No Bid Documents Response History Bid History Error Check Response

Bid Number: A1 Test bid (Gas cylinder)
Close Date & Time: 1/12/2015 12:00:00 PM Eastern
Time Left: 21 days 1 hours 31 minutes 33 seconds
Response Status: **NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.**

Event Details | Activities | Attachments | Attributes | **Line Items** | Response Attachments | Response Submission

Bid Line Items

Save Go to Line No Bid Lines Error Check

#	Specification	Qty	UOM	Response	Extended
1	Oxygen cylinders Item Notes: E tanks	50	EA	Unit Price	Unit Price
2	CO2 cylinders	400	EA	Unit Price	Unit Price
3	20# propane	500	EA	Unit Price	Unit Price
4	33lb propane	200	EA	Unit Price	Unit Price

Figure 97

See Figure 98 below regarding the following:

Write in your Unit Price under **Unit Price** box.


Multiply the Unit Price by the Quantity needed and write in the Extended Price under **Extended**.

Add your extended prices together and write your total underneath the last item.

If you are doing a No Bid on an item, write "No Bid" under the Unit Price.

If you need to add any notes, write them at the bottom of the page and reference the number of the item the note refers to.

University at Buffalo eBids [Test] Page 1 of 1



University at Buffalo
The State University of New York

Help | Log Off
Welcome samsmith
Workgroup: Smith Gases

Bid Events
My Profile

Edit Bid Response - A1 Test bid

Bid Number A1 Test bid (Gas cylinder)

Close Date & Time 1/12/2015 12:00:00 PM Eastern

Time Left 21 days 58 minutes 13 seconds

Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details
Activities
Attachments
Attributes
Line Items
Response Attachments

Bid Line Items


#	Specification	Qty	UOM	Response	Extended
1	Oxygen cylinders	50	CA	Unit Price: <u>275.00</u>	
	Item Notes: 6 tanks			<u>6.50</u>	
2	CO2 cylinders	400	CA	Unit Price: <u>5.00</u>	
				<u>1500</u>	
3	20# propane	500	FA	Unit Price: <u>15.00</u>	
				<u>7500.00</u>	
4	33lb propane	200	CA	Unit Price: <u>20.00</u>	
				<u>4000.00</u>	
Total					\$ 13,775.00

Items 1-4 shown of 4

Figure 98

Disregard the Response Attachments and Response Submission tabs as they are not applicable to the manual submission process. These are used for online submission in the eBid system.

Click on **Documents**.



University at Buffalo
The State University of New York

Help | Log Off
Welcome samsmith
Workgroup: Smith Gases

Bid Events
My Profile

Edit Bid Response - A1 Test bid

Bid Number A1 Test bid (Gas cylinder)

Close Date & Time 1/12/2015 12:00:00 PM Eastern

Time Left 20 days 22 hours 38 minutes 52 seconds

Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details
Activities
Attachments
Attributes
Line Items
Response Attachments
Response Submission

Other Response Attachments

No Other Response Attachments

Figure 99

Click on **Download** to download the Bid Document.

University at Buffalo
The State University of New York

Help | Log Off
Welcome samsmith
Workgroup: Smith Gases

Bid Events My Profile

Documents Available for A1 Test bid (Gas cylinder)
Return

Pre-Generated Documents

Document	Format
Download Bid Document	Acrobat 5.x (PDF)

No Adhoc Documents

Figure 100

Print out all pages of the Bid Document.

University at Buffalo

Bid Information

Bid Name	Bid Type	Bid Date	Bid Time	Bid Location	Bid Status
A1 Test bid	Sealed	3/2/2015	10:00 AM	Buffalo, NY 14260	Open

Contact Information

Person	Company Name	Address	City	State	Zip	Phone	Fax	Email
John Smith	Smith Gases	1000 Main St	Buffalo	NY	14260	716-855-1234	716-855-5678	john.smith@smithgases.com

Bid Activities

ID#	Name	Description
1	Bid opening	Please, submit to the terms, conditions and specifications herein, will be received at the University at Buffalo Purchasing Department, 208 Crafts Hall, Buffalo, NY 14260 and then printed, sealed and unopened. Bidders must comply with the University's bidding regulations which may be found at www.buffalo.edu/bidding.

Bid Messages

Bid Attachments

File Name	Description
Header - Subid A - Test.pdf	Subid A
Header - Subid A - Test.pdf	Subid A-1
Header - Subid A - Test.pdf	Subid A-2
Header - Pricing Page Test.docx	Pricing page - test

Terms and Conditions

I have read and agree to all the Terms and conditions. (Required)

Line Items

#	Qty	UOM	Description	Response
1	50	EA	Oxygen cylinders	\$
2	400	EA	CO2 cylinders	\$
3	500	EA	20# propane	\$
4	300	EA	15# propane	\$

Figure 101

On the first page, complete the **Supplier Information** area and **sign and date** the form.

University at Buffalo

Bid Information Bid Owner: Barb Feolo Staff Assistant Email: bafeolo@buffalo.edu Phone: _____ Fax: _____ Bid Number: A1 Test bid Title: Gas cylinder Bid Type: Sealed On-Line with manual supplier selection Issue Date: 12/12/2014 Close Date: 1/12/2015 12:00:00 PM	Contact Information Address: 224 Crofts Hall Buffalo, NY 14260 Contact: Barbara Feolo Department: Procurement Services Building: Crofts Hall Floor/Room: 24 Telephone: 1 (716) 645-4513 Fax: 1 (716) 645-2687 Email: bafeolo@buffalo.edu	Ship to Information Address: 3435 Main Street Buffalo, NY 14214 Contact: _____ Department: _____ Building: _____ Floor/Room: _____ Telephone: _____ Fax: _____ Email: _____
--	--	---

Supplier Information Company Name: _____ Contact Name: _____ Address: _____ _____ Telephone: _____ Fax: _____ Email: _____ Signature: _____	Supplier Notes _____ _____ _____ _____ _____ _____ _____ Date: ____ / ____ / ____
--	--

Bid Notes
 Review of the instruction on how to create a bid.

Bid Activities

Date	Name	Description
5/18/2014 1:00:00 AM	Bid opening	Pictures, subject to the terms, conditions and specifications herein, will be received at the University at Buffalo, Purchasing Department, 224 Crofts Hall, Buffalo, NY 14260 and then publicly opened and duly recorded. Attendees must comply with the University's parking regulations which may be found at www.buffalo.edu/parking .

Bid Messages

Bid Attachments
 The following attachments are associated with this opportunity and will need to be retrieved separately

Line	Filename	Description
Header	Exhibit A - Test.pdf	Exhibit A
Header	Exhibit A-1 Test.pdf	Exhibit A-1
Header	Ionwave Link Descriptions.docx	test upload
Header	Pricing Page test.docx	Pricing page - test

A1 Test bid - Page 1 of 3

Figure 102

Assemble all documents as follows:

1. Completed and signed Bid Document.
2. Completed page(s) from the Attributes Tab.
3. Completed page(s) from Line Items Tab.
4. All attachments (completed and signed if necessary) in the same order as on the Bid Document. See Figure 102 above.

5. Place all documents in a sealed envelope with the following on the outside: Bid #, Bid Title, Opening Date/Time, Vendor Name.
6. Package must be received the Purchasing department prior to the Close date and time of the bid.

Addendums

If the buyer makes changes or needs to clarify anything in a previously issued bid, they will issue an addendum.

When an addendum is issued, you will need to re-submit any responses previously submitted, after making necessary changes and/or additions.

There are 2 ways that you will get notification of the addendum.

1. An email will be generated notifying you of the addendum with the original bid re-named as (Bid number) Addendum (number).

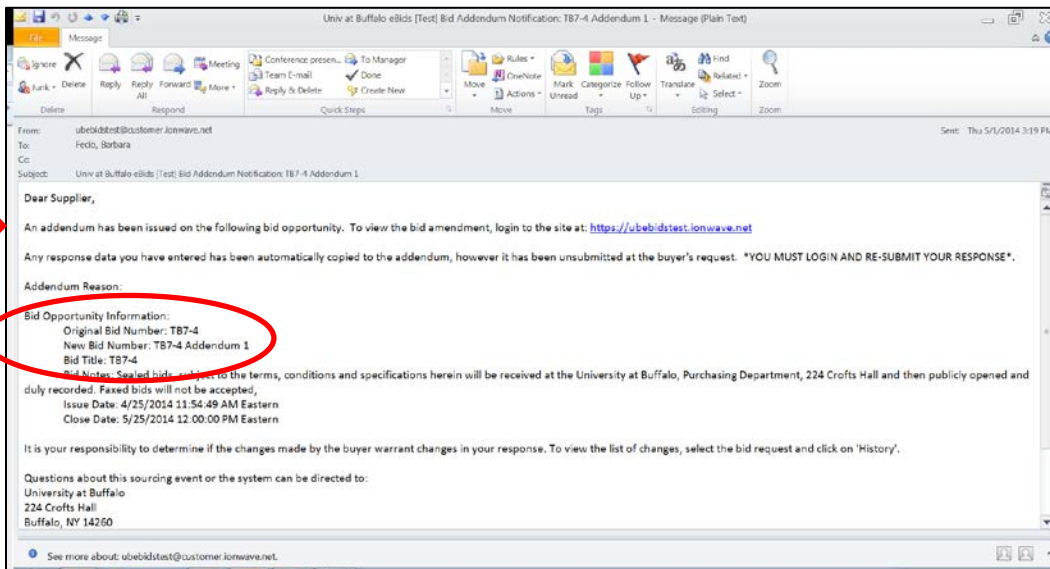


Figure 103

2. You can also see it, after log in, in the Messages section under “My Profile” and clicking on the subject. See Figure 104 below.

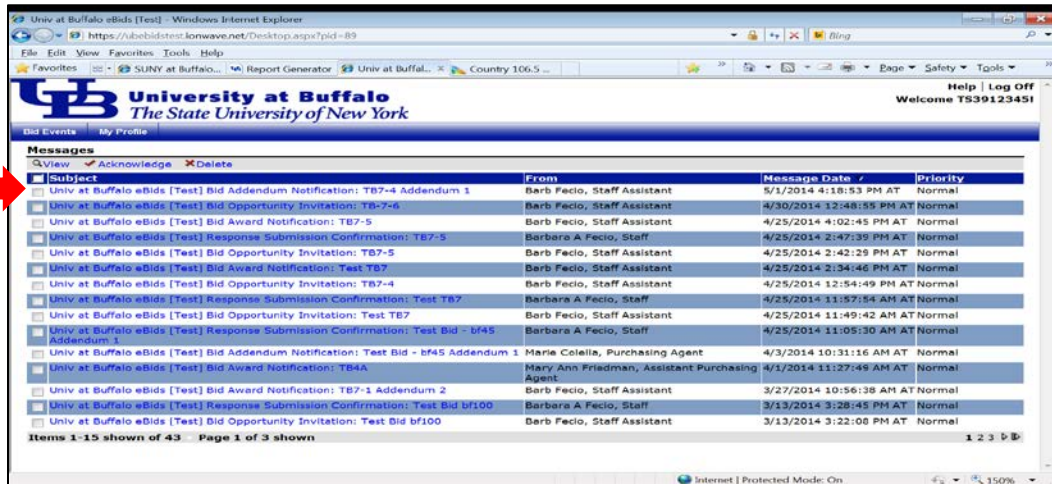


Figure 104

When you log in to the system, you will find the Bid Addendum showing under the My Invitations section. Click on the Bid Number to open the bid.

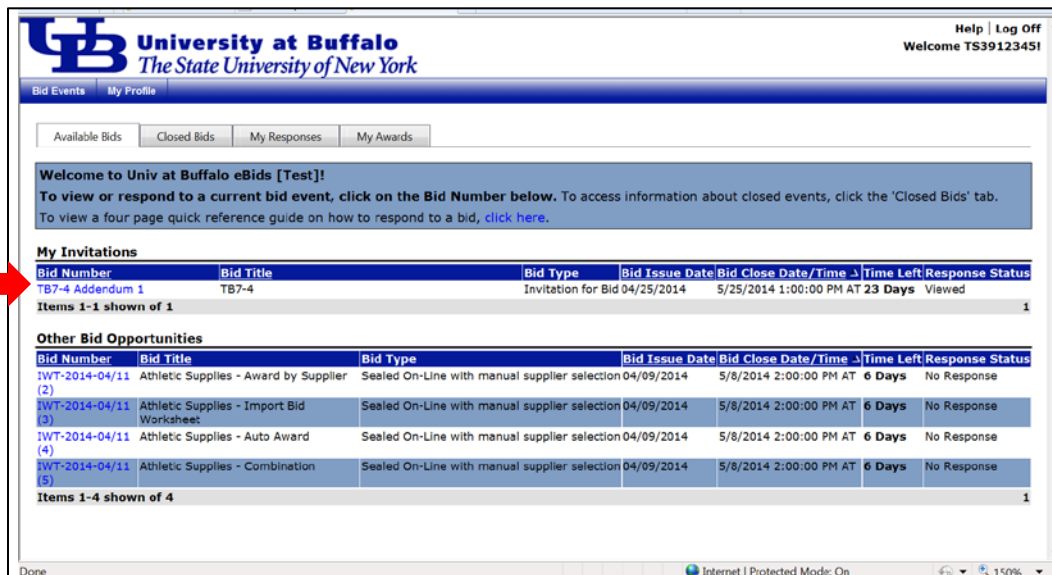


Figure 105

You will see a notice referring you to the “Bid History” for further information.



Figure 106

Clicking on “Bid History” brings up the following informational screen. You will look at the Addendum Audit History section to see what was changed. In this instance, an attachment and attribute were added. Please make sure to carefully read what additional information is needed.

Click “Return” to go back to the bid.

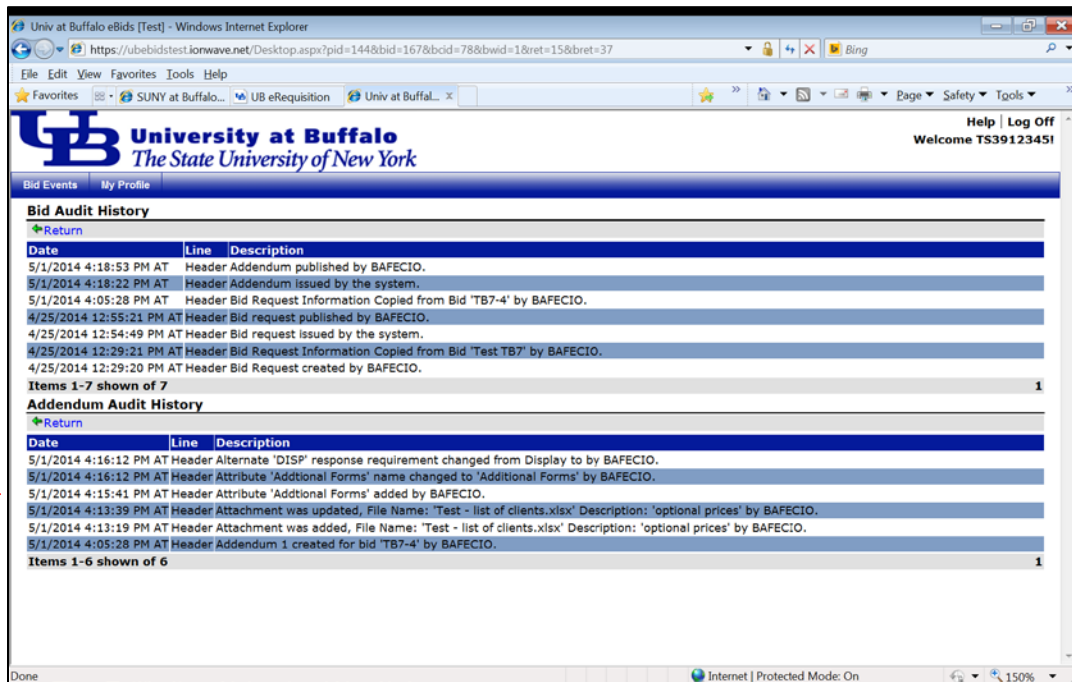


Figure 107

Go to the tabs indicated in the Audit History and complete the requested information. In this case, the Attributes tab is letting you know that attachments were added and need to be completed.

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS39123451

Bid Events My Profile

Edit Bid Response - TB7-4 Addendum 1

Return No Bid Documents Response History Bid History Error Check Response

Information has been changed as part of an addendum. See 'Bid History' for details.

Bid Number TB7-4 Addendum 1 (TB7-4)
Close Date & Time 5/25/2014 1:00:00 PM Atlantic
Time Left 22 days 23 hours 35 minutes 56 seconds
Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details Activities Attachments Attributes Line Items Response Attachments Response Submission

Bid Attributes

Save Error Check

#	Attribute	Response
1	Additional Forms Additional forms to be completed have been added to the Attachments section. These forms must be completed and uploaded to the Response tab on your response.	
2	Facility Location Where is your company located?	
3	Qualifications The contractor must be an established firm with at least five(5) years experience in cleaning multi-unit properties. Three (3) current customer references must be provided including names, addresses and phone numbers of contacts.	
4	Sub-Contractors This work may not be subcontracted.	
5	How many painters will you have available each day?	

Done Internet | Protected Mode: On 150%

Figure 108

You would then go to the Attachments Tab to see what new forms need to be downloaded and completed.

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS39123451

Bid Events My Profile

Edit Bid Response - TB7-4 Addendum 1

Return No Bid Documents Response History Bid History Error Check Response

Information has been changed as part of an addendum. See 'Bid History' for details.

Bid Number TB7-4 Addendum 1 (TB7-4)
Close Date & Time 5/25/2014 1:00:00 PM Atlantic
Time Left 22 days 23 hours 44 minutes 39 seconds
Response Status NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details Activities Attachments Attributes Line Items Response Attachments Response Submission

Bid Attachments

#	Filename	Description
1	Download NYS State Finance Law 139 - Form A,B,C.doc (46KB)	Required for all purchases over \$15,000
2	Download NYS Standard Clauses Exhibit A.pdf (114KB)	required for all purchases
3	Download NYS Standard Clauses Exhibit A-1.pdf (124KB)	required for all purchases over \$25,000
4	Download TEST - Terms & Conditions.docx (37KB)	TEST Terms & Conditions
5	Download ChatLog NY Contract System Training 2013_06_27 11_57.rtf (1KB)	testing purposes
6	Download Test - list of clients.xlsx (1KB)	optional prices
7	Download Non-Collusion Certificate.pdf (62KB)	A completed form must be uploaded into the Response Attachments Tab before submitting response.
8	Download Certification of Compliance with Fair Labor Conditions.doc (33KB)	Certifies compliance with all applicable labor and occupational safety laws; including but not limited to, child labor laws, wage and hour laws, and workplace safety laws. A completed form must be uploaded into the Response Attachments Tab before submitting response.

Items 1-8 shown of 8

Internet | Protected Mode: On 150%

Figure 109

Once you have completed the additional requested information, go to the **Response Submission** tab. You will need to enter your full name and email address and click **Submit Response**

Close Date & Time: 5/25/2014 1:00:00 PM Atlantic
Time Left: 22 days 22 hours 29 minutes 14 seconds
Response Status: **NOT SUBMITTED** - To complete your response, you must click 'Submit Response' in the Response Submission tab.

Event Details | Activities | Attachments | Attributes | Line Items | Response Attachments | **Response Submission**

Supplier Response Summary
Save: [Error Check](#)
When you have completed your response, click the 'Submit Response' button below.

Your Supplier Profile
Update your information
Supplier Name: TS39
Address: 224 Crofts Hall
Buffalo, NY 14228
Contact Name: Barbara Fecio
Phone: 1 (716) 645 4513
Fax: 1 (716) 645 2667
Email: bafecio@buffalo.edu

Your User Profile
Update your information
Name: Ms. Barbara A Fecio
Title: Staff
Phone: 1 (716) 645 4513
Fax: 1 (716) 645 4513
Email: bafecio@buffalo.edu

Supplier Note to Buyer
Supplier Notes

Digital Signature
By submitting your response, you certify that you are authorized to represent and bind your company.

Your Name: Your Email Address:

Submit Response

Figure 110

You will be prompted to confirm your response.

Message from webpage

Are you sure you want to submit your response?

OK Cancel

Figure 111

Your response will now have been re-submitted with the changes.

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS39123451

Bid Events | My Profile

Response Detail - TB7-4 Addendum 1
Return | Retract | Documents | Response History | Bid History
Information has been changed as part of an addendum. See 'Bid History' for details.

Bid Number: TB7-4 Addendum 1 (TB7-4)
Close Date & Time: 5/25/2014 1:00:00 PM Atlantic
Time Left: 22 days 21 hours 33 minutes 24 seconds
Response Status: **Response Submitted - 5/2/2014 3:23:46 PM Atlantic**

Event Details | Activities | Attachments | Attributes | Line Items | Response Attachments | Response Submission

Bid Information
Bid Type: Invitation for Bid
Issue Date & Time: 4/25/2014 12:54:49 PM Atlantic
Close Date & Time: 5/25/2014 1:00:00 PM Atlantic
Bid Status: Issued
Bid Notes: Sealed bids, subject to the terms, conditions and specifications herein will be received at the University at Buffalo, Purchasing Department, 224 Crofts Hall and then publicly opened and duly recorded. Faxed bids will not be accepted.

Bid Contact Information
Workgroup: University at Buffalo
Contact Name: Barb Fecio Staff Assistant
Address: 224 Crofts Hall
Buffalo, NY 14260 USA
Contact Email: bafecio@buffalo.edu

Ship to Information
No Ship to Information

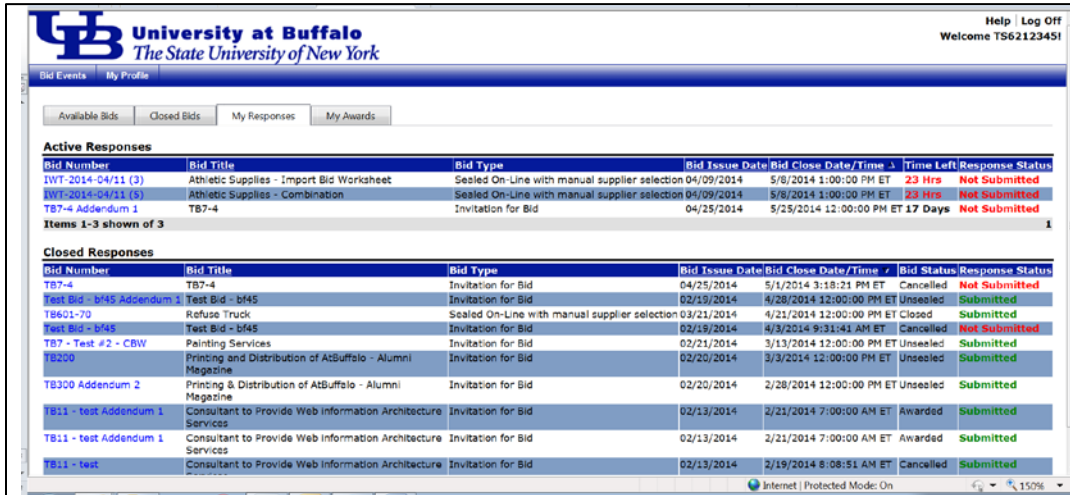
Bill to Information
Workgroup: University at Buffalo
Address: 206 Crofts Hall
Buffalo, NY 14260 USA

Figure 112

Retractions

Retractions of a submitted bid can be done as long as the bid has not closed.

Log in and go to the “My Responses” tab.

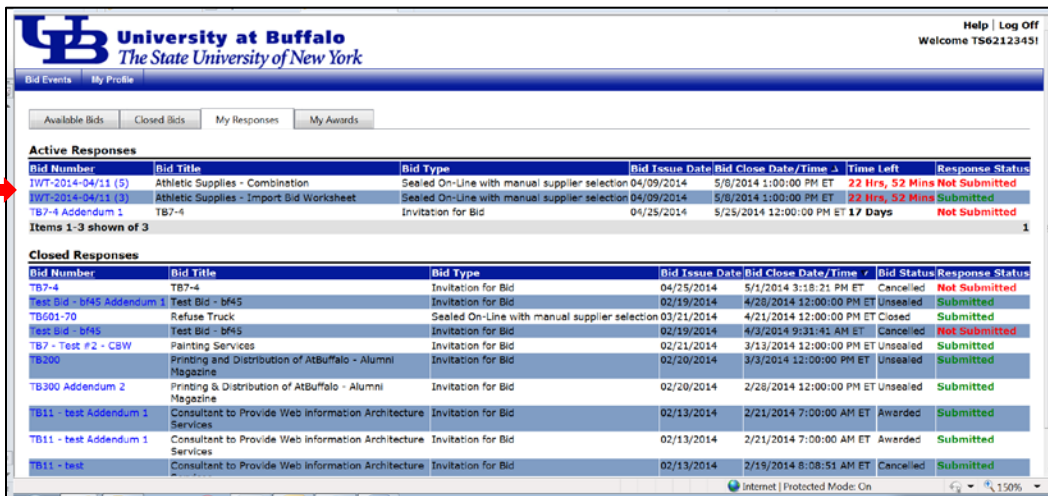


Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Time Left	Response Status
IWT-2014-04/11 (3)	Athletic Supplies - Import Bid Worksheet	Sealed On-Line with manual supplier selection	04/09/2014	5/8/2014 1:00:00 PM ET	23 Hrs	Not Submitted
IWT-2014-04/11 (3)	Athletic Supplies - Combination	Sealed On-Line with manual supplier selection	04/09/2014	5/8/2014 1:00:00 PM ET	23 Hrs	Not Submitted
TB7-4 Addendum 1	TB7-4	Invitation for Bid	04/25/2014	5/25/2014 12:00:00 PM ET	17 Days	Not Submitted

Items 1-3 shown of 3

Figure 113

Under Active Responses, click on the bid submission that you would like to retract.



Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Time Left	Response Status
IWT-2014-04/11 (5)	Athletic Supplies - Combination	Sealed On-Line with manual supplier selection	04/09/2014	5/8/2014 1:00:00 PM ET	22 Hrs, 52 Mins	Not Submitted
IWT-2014-04/11 (3)	Athletic Supplies - Import Bid Worksheet	Sealed On-Line with manual supplier selection	04/09/2014	5/8/2014 1:00:00 PM ET	22 Hrs, 52 Mins	Submitted
TB7-4 Addendum 1	TB7-4	Invitation for Bid	04/25/2014	5/25/2014 12:00:00 PM ET	17 Days	Not Submitted

Items 1-3 shown of 3

Figure 114

Click on "Retract".

The screenshot shows the University at Buffalo bid management system interface. The top navigation bar includes 'Bid Events' and 'My Profile'. The main content area displays details for bid 'IWT-2014-04/11 (3)'. A red circle highlights the 'Retract' button in the top navigation bar. Below the bid details, there are tabs for 'Event Details', 'Attributes', 'Line Items', 'Response Attachments', and 'Response Submission'. The 'Response Status' is 'Response Submitted - 5/7/2014 2:07:43 PM Eastern'. The 'Bid Information' section shows 'Bid Type' as 'Sealed On-Line with manual supplier selection', 'Issue Date & Time' as '4/9/2014 10:54:51 AM Eastern', 'Close Date & Time' as '5/8/2014 1:00:00 PM Eastern', and 'Bid Status' as 'Issued'. The 'Bid Contact Information' section shows 'Workgroup' as 'University at Buffalo', 'Contact Name' as 'Mr. Darren Henderson Buyer', 'Address' as '224 Crofts Hall, Buffalo, NY 14260 USA', 'Contact Phone' as '1 (417) 823-7773 4', 'Contact Fax' as '1 (417) 823-7778', and 'Contact Email' as 'lwtdemo@gmail.com'. The 'Bill to Information' section shows 'Workgroup' as 'University at Buffalo' and 'Address' as '206 Crofts Hall, Buffalo, NY 14260 USA'.

Figure 115

You will get a request to confirm. Click OK.

The screenshot shows a confirmation dialog box titled 'Message from webpage'. It contains a question mark icon and the text 'Are you sure you want to retract?'. Below the text are two buttons: 'OK' and 'Cancel'.

Figure 116

You will see a notice that your response has been retracted.

The screenshot shows the University at Buffalo bid management system interface after the response has been retracted. The top navigation bar includes 'Bid Events' and 'My Profile'. The main content area displays details for bid 'IWT-2014-04/11 (3)'. A red circle highlights the 'Retract' button in the top navigation bar. Below the bid details, there are tabs for 'Event Details', 'Attributes', 'Line Items', 'Response Attachments', and 'Response Submission'. The 'Response Status' is 'NOT SUBMITTED - To complete your response, you must click 'Submit Response' in the Response Submission tab.'. The 'Bid Information' section shows 'Bid Type' as 'Sealed On-Line with manual supplier selection', 'Issue Date & Time' as '4/9/2014 10:54:51 AM Eastern', 'Close Date & Time' as '5/8/2014 1:00:00 PM Eastern', and 'Bid Status' as 'Issued'. The 'Bid Contact Information' section shows 'Workgroup' as 'University at Buffalo', 'Contact Name' as 'Mr. Darren Henderson Buyer', 'Address' as '224 Crofts Hall, Buffalo, NY 14260 USA', 'Contact Phone' as '1 (417) 823-7773 4', 'Contact Fax' as '1 (417) 823-7778', and 'Contact Email' as 'lwtdemo@gmail.com'. The 'Bill to Information' section shows 'Workgroup' as 'University at Buffalo' and 'Address' as '206 Crofts Hall, Buffalo, NY 14260 USA'.

Figure 117

Bid Awards

There are several ways to find Bid Award information for bids that you have responded to.

1. Bid Award notices will be sent out by email to the email address on file. The email will state whether or not you have received the bid. (Figure 118 shows sample awarded bid wording, Figure 119 shows sample unawarded bid wording) If you have received the bid award, the amount awarded will also be in the email. If multiple awards were made, all bidders and amount awarded are included. (See figure 118 below).

Dear Supplier,

An award decision has been made on the following bid opportunity:

Award Notes:	Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
TS39	Buffalo NY	2/20/2014 12:33:45 PM	1	\$900.00		
TS38	Amherst NY	3/4/2014 2:08:08 PM	1	\$7,000.00		
TS37	Buffalo NY	3/4/2014 2:22:57 PM	1	\$10,000.00		
TS41	Ontario ON	3/5/2014 7:31:26 AM	1	\$25,000.00		
TS42	LLLLL	3/5/2014 7:50:40 AM	1	\$50,000.00		

Bid Opportunity Information:

Bid Number: Test Bid - BF46
Bid Title: Test Bid - BF46
Bid Notes: Bids subject to the terms, conditions and specifications herein.....
Issue Date: 2/20/2014 8:19:40 AM Eastern
Close Date: 3/20/2014 12:00:00 PM Eastern

To view items you have been awarded, visit the site at: <https://ubebidtest.ionwave.net>

Questions about this sourcing event or the system can be directed to:
University at Buffalo

Figure 118

Dear Supplier,

This message is being sent to notify you that you have not been awarded any items from the following opportunity:

Bid Opportunity Information:

Bid Number: Test T87
Bid Title: Test T87
Bid Notes: Sealed bids, subject to the terms, conditions and specifications herein will be received at the University at Buffalo, Purchasing Department, 224 Crofts Hall and then publicly opened and duly recorded. Faxed bids will not be accepted.
Issue Date: 4/25/2014 10:49:42 AM Eastern
Close Date: 4/25/2014 1:30:00 PM Eastern

Notes: Thank you.

To view the opportunity, visit the site at: <https://ubebidtest.ionwave.net>

Questions about this sourcing event or the system can be directed to:
University at Buffalo
224 Crofts Hall
Buffalo, NY 14260
Phone: 716 645-2676
Fax: 716 645-2687

Figure 119

2. Login to the system. Click on the **My Awards** tab. This will bring up a list of all bids that have been awarded or partially awarded to you. You will see the bid number, title, award date and the amount of your award.

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS3812345!

Bid Events | My Profile

Available Bids | Closed Bids | My Responses | **My Awards**

If published by the buyer, associated documents including bid tabulations are available by clicking the 'Documents' button after clicking on an event below.
Instructional guides for how to use the system are available at any time by clicking the 'Help' link at the top right.

Bid Awards

Bid Number	Bid Title	Bid Type	Award Date	Lines Awarded	Award Total
Test Bid - bf100	Test Bid bf100	Invitation for Bid	06/20/2014	9	\$59,400.00
Test Bid - BF46	Test Bid - BF46	Invitation for Bid	05/01/2014	1	\$7,000.00

Items 1-2 shown of 2

Figure 120

Clicking on the **Bid Number** (Figure 120) will bring up the line items that you have been awarded. See Figure 121 below.

University at Buffalo
The State University of New York

Help | Log Off
Welcome TS3812345!

Bid Events | My Profile

Response Detail - Test Bid - BF46

Return | Documents | Response History | Bid History

Bid Number: Test Bid - BF46 (Test Bid - BF46)
Close Date & Time: 3/20/2014 12:00:00 PM Eastern
Bid Duration: 1 month
Response Status: Response Submitted - 3/4/2014 3:08:08 PM Eastern
Response Total: \$7,000.00

Award Details | Event Details | Activities | Attachments | Attributes | Line Items | Response Attachments | Response Submission

Award Attachments
No Award Attachments

Your Awarded Informal RFQ Items

Line	Description	Award Qty	Award Resp	Award Reason
1	Painting of 12x12 bedroom	20	\$350.00	

Items 1-1 shown of 1

Figure 121

3. Login to the system. Click on the My Responses tab. You will see a list of all bids that you have responded to in chronological order by bid closing date with the most current first. Under Bid Status, you will see the current status of the bids. Click on the bid number to view the award. (See Figure 122 below)


 University at Buffalo <i>The State University of New York</i>						Help Log Off Welcome TS3812345!
Bid Events My Profile						
Available Bids Closed Bids My Responses My Awards						
Active Responses						
No Responses						
Closed Responses						
Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time	Bid Status	Response Status
Test Bid - bf45 Addendum 1	Test Bid - bf45	Invitation for Bid	02/19/2014	4/28/2014 12:00:00 PM ET	Unsealed	Not Submitted
TB7-5	TB7-5	Invitation for Bid	04/25/2014	4/25/2014 2:15:00 PM ET	Awarded	Submitted
Test TB7	Test TB7	Invitation for Bid	04/25/2014	4/25/2014 1:30:00 PM ET	Awarded	Submitted
Test Bid - bf45	Test Bid - bf45	Invitation for Bid	02/19/2014	4/3/2014 9:31:41 AM ET	Cancelled	Submitted
Test Bid - BF46	Test Bid - BF46	Invitation for Bid	02/20/2014	3/20/2014 12:00:00 PM ET	Awarded	Submitted
TB100 Sample Issued for Supplier perspective	TB100 Sample Issued for Supplier perspective	Invitation for Bid	02/17/2014	3/17/2014 12:00:00 PM ET	Unsealed	Submitted
Test Bid bf100	Test Bid bf100	Invitation for Bid	03/13/2014	3/14/2014 7:00:00 AM ET	Awarded	Submitted
TB7 - Test #2 - CBW	Painting Services	Invitation for Bid	02/21/2014	3/13/2014 12:00:00 PM ET	Unsealed	Submitted
TB4A	PC Repair Service	Invitation for Bid	02/12/2014	3/12/2014 12:00:00 PM ET	Awarded	Retracted
New Bid - Cheri - online Addendum 3	RFP Executive Searches	Request for Information	02/12/2014	2/24/2014 11:50:00 AM ET	Awarded	Not Submitted
New Bid - Cheri - online Addendum 2	RFP Executive Searches	Request for Information	02/12/2014	2/24/2014 11:43:51 AM ET	Cancelled	Not Submitted
Try again Test Addendum 1	Try again Test	Invitation for Bid	02/14/2014	2/24/2014 11:31:00 AM ET	Unsealed	Submitted
Try again Test	Try again Test	Invitation for Bid	02/14/2014	2/24/2014 11:29:39 AM ET	Cancelled	Submitted
New Bid - Cheri - online Addendum 1	RFP Executive Searches	Request for Information	02/12/2014	2/24/2014 10:57:52 AM ET	Cancelled	Not Submitted

Figure 122

You will see the bid that you were awarded. See Figure 122 above.

You will be contacted by the Purchasing Department with further information once the bid has been awarded.